CSI Submission File Analysis Tool Version 1.0 User Manual

Instructions for utilizing the CSI Submission File Analysis Tool

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Table of Contents

Table of Contents 1
Definitions and Abbreviations 2
Chapter 1: Introduction 3
Purpose 3
Background 3
Overview 5
Scope 6
System Requirements 7
Enabling Content 7
Data Security 8
Note Regarding Support 8
Using the CSI Submission File Analysis Tool 9
Managing Open Templates in Microsoft Access 10
Encrypting the CSI Submission File Analysis Tool 11
Compacting and Repairing the CSI Submission File Analysis Tool 11
Chapter 2: Importing Data 13
Import Data Utility 14
Chapter 3: Loading Data 16
Load Data Utilities 16
Data Validation 18
Chapter 4: Browsing Data 19
Using the Browse Data Templates 20
Browse All Client Records Template 22
Browse All Client Records with Validation Errors Template 25
Browse All Service Records Template 27
Browse All Service Records with Validation Errors Template 32
Browse All Periodic Records Template 34
Browse All Periodic Records with Validation Errors Template 37
Chapter 5: Generating CSI Submission File Error Reports 39
Using the Error Report Templates 40
Error Summary Report Template 41
Detailed Error Report Template 42
Service Record Errors by Provider Report Template 44
Chapter 6: Generating CSI Error File Reports 46
Error Summary Report Template 47
Detailed Error Report Template 49
Service Record Errors by Provider Report Template 51
Chapter 7: Clearing Data 53
Clear Data Utilities 53
Appendix A: CSI Submission File Analysis Tool Validation Rules 55

Definitions and Abbreviations

Term	Meaning
CCN	County Client Number
CSI	Client and Service Information
CSS	Community Services and Supports
DHCS	Department of Health Care Services
DIG	Data Infrastructure Grant
EBP	Evidence-Based Practices
GMC	General Medical Condition
HIPAA	Health Insurance Portability and Accountability Act of 1996
HITECH	Health Information Technology for Economic and Clinical Health Act
ITWS	Information Technology Web Services
MHSA	Mental Health Services Act
MHSOAC	Mental Health Services Oversight and Accountability Commission
PHI	Protected Health Information
RRN	Record Reference Number
SSN	Social Security Number

Chapter 1: Introduction

Purpose

In an effort to strengthen the data collected and reported via the Client and Service Information (CSI) system, the Mental Health Services Oversight and Accountability Commission (MHSOAC) sponsored this effort to provide a tool to assist Counties and Providers with assessing CSI Data Submission Files and CSI Error Files to aide in the identification of data errors and inconsistencies.

Background

The MHSOAC is responsible for providing oversight for the Mental Health Services Act (MHSA) and its components. Within this role, the MHSOAC ensures accountability. As one of its oversight approaches, the MHSOAC has adopted a commitment to pursuing meaningful evaluation of the MHSA and greater community mental health system.

The ability to successfully use evaluation methods to provide oversight and accountability within the MHSA is dependent upon access to valid data that is reliably reported and made available to the MHSOAC on a regular basis. The MHSOAC has identified areas within the current county-level and statewide data collection and reporting systems that are problematic and in need of improvement. The MHSOAC has begun to directly address some of these issues, although it is not clear that the MHSOAC was intended to provide this function. Nonetheless, the MHSOAC is committed to advocating for improvement of the current data collection and reporting systems since the MHSOAC is dependent on the information that is made available via these systems in order to fulfill the statutory role in evaluation of the public mental health system. Improvements in data collection and reporting systems will increase confidence in the information obtained and conclusions drawn regarding the state of the MHSA and the California community mental health system.

As part of its oversight and accountability role, the MHSOAC conducts statewide evaluations of services funded under the Community Services and Supports (CSS) component of the MHSA. Counties, Providers, and stakeholders need accurate and timely data that promote quality improvement efforts within the services that are being offered throughout the state. The MHSOAC also requires data on CSS component services and clients in order to fulfill part of its oversight and accountability role and to support quality improvement efforts of the mental health system and services within that system. Unfortunately, the data collection and reporting systems used for CSS services have not been properly maintained, which limits the quality of data collected and reported via these systems.

Chapter 1: Introduction

MHSA data regarding client CSS services are primarily collected via the CSI System, which is currently owned and maintained by the Department of Health Care Services (DHCS).

Counties collect required data regarding CSS services and submit this data to the DHCS Information Technology Web Services (ITWS) CSI System in a specified file format defined in the CSI Data Dictionary. Files of this format containing CSI data are referred to as **CSI Submission Files**. These files are uploaded to the State via the ITWS CSI System where the data is validated and subsequently written the CSI database maintained by DHCS. This validation process ensures that all records submitted in CSI Submission Files adhere to the data validation rules defined in the CSI Data Dictionary.

Records that do not adhere to the data validation rules are identified as having either Fatal or Non-fatal errors. Fatal errors are rejected without being written to the CSI database while records with Non-fatal errors are written to the database. Both Fatal and Non-fatal errors are returned to Counties in **CSI Error Files** which can be downloaded via ITWS after the CSI Submission File has been processed. The CSI Error File includes a copy of the errant CSI record, an Error Field Code identifying the field containing the error, and a CSI Error Code (defined in the CSI Data Dictionary in Section E-03.0).

As an example, the validation rules defined in the CSI Data Dictionary stipulate that a client's date of birth must after the year 1800. Any records in a CSI Submission File submitted to the State that do not meet this requirement will receive a Non-fatal error which will be written to the CSI Error File. Since the error is Non-fatal, the record will be written to the CSI database. Subsequently, Counties are able to download and review the CSI Error File which includes a copy of the record with the validation error, an Error Field Code indicating that the date of birth field triggered a validation error, and a CSI Error Code providing more specific information regarding the condition that triggered the validation error.

Overview

The **CSI Submission File Analysis Tool Version 1.0** is designed to assist Counties and Providers with assessing CSI Data Submission Files and CSI Error Files to identify data errors and inconsistencies. The tool allows users to import CSI record data in either CSI Submission File or CSI Error File formats using the "Import Data" utility**.**

After the CSI record data has been imported, users can select to load some or all of the CSI records into the tool for use with the available templates and reports using the "Load Data" utilities. During this step, many of the validation rules defined in the CSI Data Dictionary are performed against the loaded CSI records to identify validation errors. A table which describes the validation rules implemented in the CSI Submission File Analysis Tool is included in Appendix A.

After the CSI records have been loaded into the tool, users are able to browse through the loaded CSI records using the "Browse Data" templates and generate error reports using the "CSI Submission File Error Reports" and "CSI Error File Reports" templates.

The "Browse Data" templates provide an interface which allows users to easily review all data elements contained within each CSI record, view the defined value for each reported data element (such as the gender code 'M' submitted in the CSI record with its defined value of 'Male' as described in the CSI Data Dictionary), view CSI errors returned from the State if the data was imported from a CSI Error File, and view all records with validation errors according to the validation rules implemented in the CSI Submission File Analysis Tool as defined in Appendix A.

The "CSI Submission File Error Reports" and "CSI Error File Reports" templates allow for the generation of summary reports, detailed error reports, and detailed Service record error reports by Provider. These reports are intended to allow users to identify the number and type of identified validation errors present in submission files; create reports to identify which Client, Service and Periodic records contain errors; and create reports regarding Service record errors which can be given to Providers to assist with data correction and promoting data quality.

The "Clear Data" utilities provide the ability to delete records that have been previously loaded into the tool. These utilities automate the removal of some or all of the data currently loaded in the tool to allow for reuse of the tool with different CSI Submission Files, CSI Error Files, or subsets of data from multiple files.

Scope

The CSI Submission File Analysis Tool is provided empty of data and is designed to work with CSI Submission Files and CSI Error Files as defined in the CSI Data Dictionary.

The purpose of the CSI Submission File Analysis Tool is to organize and display CSI data extracted from CSI Submission Files and CSI Error Files such that users can review records, identify validation errors, and generate validation error reports to aide in the improvement of CSI data quality.

The templates and reports are designed for read only viewing of CSI data. Any changes to CSI data must be entered separately using the County's existing electronic medical record system or the CSI online system.

The CSI Submission File Analysis Tool may be useful for the following activities.

- **Uses of the CSI Submission File Analysis Tool:**
  - Browsing all Client, Service and Periodic records contained within a CSI Submission File or CSI Error File to review, cross-check and spot-check data values
  - Browsing all Client, Service and Periodic records with identified validation errors contained within a CSI Submission File or CSI Error File to quickly investigate and identify errant data elements
  - Investigating and troubleshooting data submission issues which arise from an incorrectly formatted CSI Submission File
  - Generating an "Error Summary Report" which identifies the total number of errors identified for each data element to identify trends affecting data quality
  - Generating "Detailed Error Reports" which identify records with identified validation errors
  - Generating "Service Record Errors by Provider Reports" to identify records with validation errors by Provider to enhance the ability of Counties to provide specific feedback regarding validation errors to Providers and aide in the identification of barriers to data quality
  - Creating additional queries and reports based on CSI Submission Files or CSI Error Files utilizing the framework and data codes provided within the CSI Submission File Analysis Tool

System Requirements

The CSI Submission File Analysis Tool requires Microsoft Access version 2010 or later.

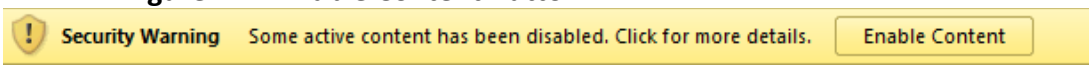
- For the most up-to-date information regarding workstation requirements for Microsoft Access, search online for "System Requirements for Microsoft Office 2010" using an internet search engine.

A workstation will require sufficient space to store and process CSI Submission Files and/or CSI Error Files; it is recommended that workstations have at least 10 Gigabyte of free disk space. The workstation will also require a PDF viewing application such as the free Adobe® Reader software. For optimal viewing, a monitor with 1080p resolution (1920 x 1080 pixels) is suggested. The performance of the CSI Submission File Analysis Tool (such as the amount of time necessary to run utilities and browse records) is dependent upon the system speed and available system resources; larger Counties may require more robust workstations for optimal performance.

Enabling Content

The CSI Submission File Analysis Tool employs active content to perform various functions such as importing, loading, validating, and clearing data. As shown in Figure 1.1, when the tool is opened for the first time a security warning is displayed across the top of the Microsoft Access screen. Users must click the **Enable Content** button to allow the functions of the tool to operate. If content is not enabled, functions within the tool may not operate.

Figure 1.1: Enable Content Button



Data Security

The CSI Submission File Analysis Tool is provided empty (without data). CSI Submission Files and/or CSI Error Files must be used to populate the CSI Submission File Analysis Tool.

After being populated with data, the CSI Submission File Analysis Tool and any reports exported or printed from the tool may contain personally identifying information and confidential protected health information. As a result, the CSI Submission File Analysis Tool and any data exported or printed must be secured using reasonable and appropriate safeguards.

Note: Data imported into the CSI Submission File Analysis Tool, as well as any reports generated from this data, may contain Protected Health Information (PHI). PHI must be protected with administrative, technical and physical safeguards as required by law pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Security Rule (45 CFR Part 160 and Part 164, Subparts A and E), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), the California Security Breach Information Act (SB-1386), and other state and federal law. Unauthorized use or disclosure is prohibited. It is the responsibility of the user of the CSI Submission File Analysis Tool to ensure the confidentiality of the PHI of clients in accordance with the aforementioned laws and the user's organization's information security policies and procedures.

Note Regarding Support

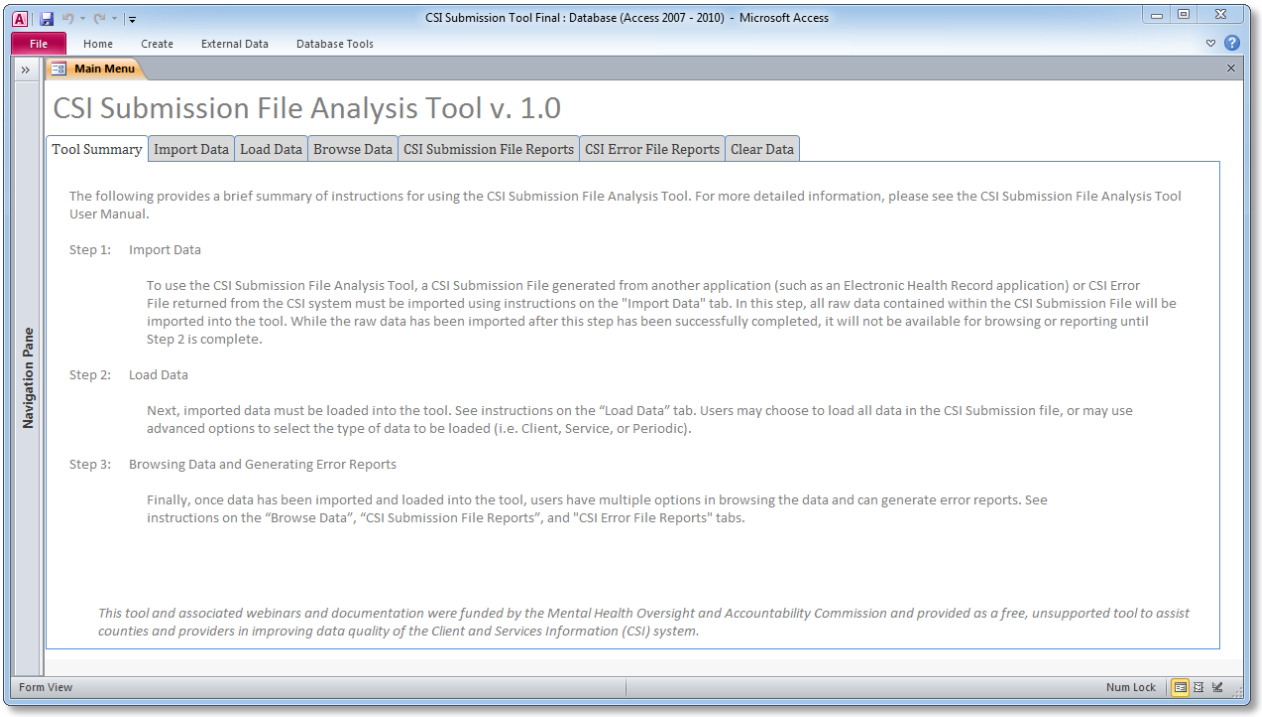
The CSI Submission File Analysis Tool is offered as an unsupported tool to assist users to promote CSI data quality. This tool was constructed using standard Microsoft Access functionality and can be utilized using a standard installation of Microsoft Office. Users do not need previous experience with Microsoft Access in order to utilize the CSI Submission File Analysis Tool.

Using the CSI Submission File Analysis Tool

After opening the CSI Submission File Analysis Tool in Microsoft Access, a set of tabs are displayed on the "Main Menu", as seen in Figure 1.2. There are seven tabs which contain buttons to launch utilities, templates and reports as described below.

- **The Seven Tabs of the CSI Submission File Analysis Tool:**
  1. "Tool Summary" tab
  2. "Import Data" tab
     a. "Import Data" utility
  3. **"**Load Data" tab
     a. "Load All Data" utility
     b. "Load Client Data Only" utility
     c. "Load Service Data Only" utility
     d. "Load Periodic Data Only" utility
  4. "Browse Data" tab
     a. "Browse All Client Records" template
     b. "Browse All Client Records with Validation Errors" template
     c. "Browse All Service Records" template
     d. "Browse All Service Records with Validation Errors" template
     e. "Browse All Periodic Records" template
     f. "Browse All Periodic Records with Validation Errors" template
  5. "CSI Submission File Error Reports" tab
     a. "Error Summary Report"
     b. "Detailed Error Report"
     c. "Detailed Error Report (Fatal Errors Only)"
     d. "Service Record Errors by Provider Report"
     e. "Service Record Errors by Provider Report (Fatal Errors Only)"
  6. "CSI Error File Error Reports" tab
     a. "Error Summary Report"
     b. "Detailed Error Report"
     c. "Detailed Error Report (Fatal Errors Only)"
     d. "Service Record Errors by Provider Report"
     e. "Service Record Errors by Provider Report (Fatal Errors Only)"
  7. "Clear Data" tab
     a. "Clear All Data" utility
     b. "Clear Client Data Only" utility
     c. "Clear Service Data Only" utility
     d. "Clear Periodic Data Only" utility

Figure 1.2: CSI Submission File Analysis Tool Main Menu

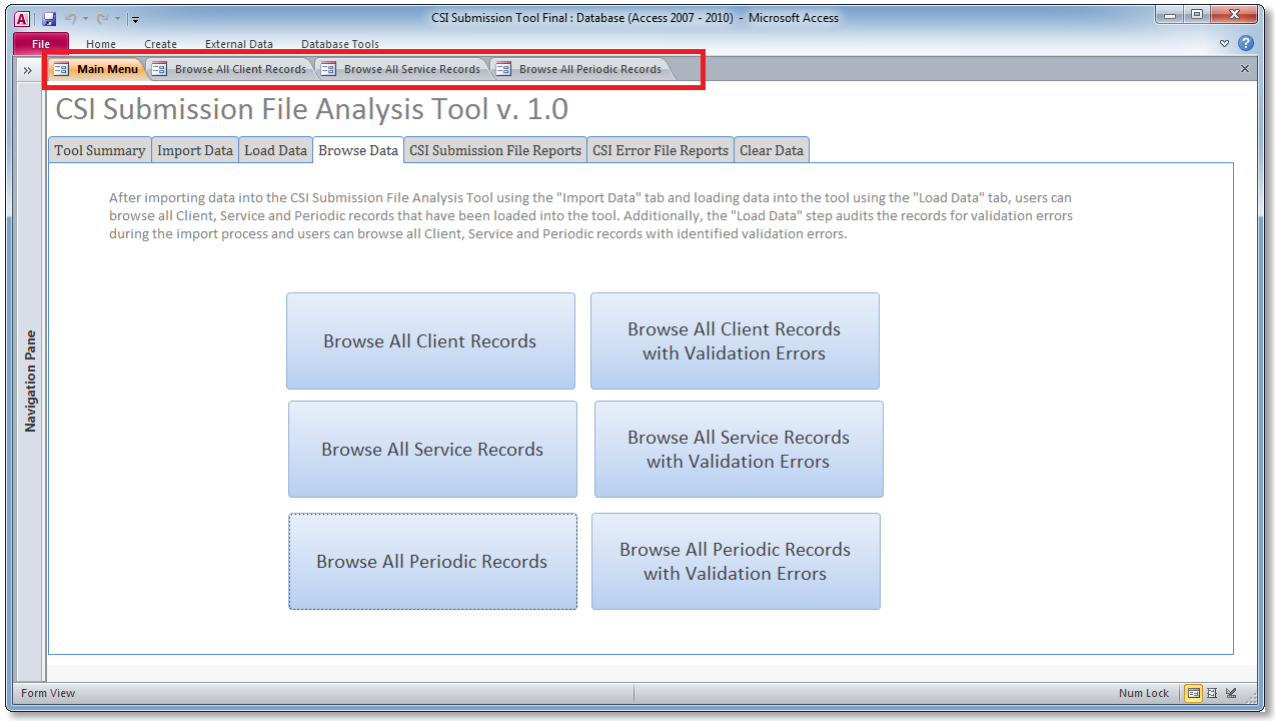

CSI Submission Tool Final : Database (Access 2007 - 2010) - Microsoft Access
File
Home
Create
External Data
Database Tools
Main Menu
CSI Submission File Analysis Tool v. 1.0
Tool Summary
Import Data
Load Data
Browse Data
CSI Submission File Reports
CSI Error File Reports
Clear Data
The following provides a brief summary of instructions for using the CSI Submission File Analysis Tool. For more detailed information, please see the CSI Submission File Analysis Tool User Manual.
Step 1: Import Data
To use the CSI Submission File Analysis Tool, a CSI Submission File generated from another application (such as an Electronic Health Record application) or CSI Error File returned from the CSI system must be imported using instructions on the "Import Data" tab. In this step, all raw data contained within the CSI Submission File will be imported into the tool. While the raw data has been imported after this step has been successfully completed, it will not be available for browsing or reporting until Step 2 is complete.
Step 2: Load Data
Next, imported data must be loaded into the tool. See instructions on the "Load Data" tab. Users may choose to load all data in the CSI Submission file, or may use advanced options to select the type of data to be loaded (i.e. Client, Service, or Periodic).
Step 3: Browsing Data and Generating Error Reports
Finally, once data has been imported and loaded into the tool, users have multiple options in browsing the data and can generate error reports. See instructions on the "Browse Data", "CSI Submission File Reports", and "CSI Error File Reports" tabs.
This tool and associated webinars and documentation were funded by the Mental Health Oversight and Accountability Commission and provided as a free, unsupported tool to assist counties and providers in improving data quality of the Client and Services Information (CSI) system.
Navigation Pane
Form View
Num Lock

As shown in Figure 1.2, the "Tool Summary" tab provides a brief summary of instructions for using the CSI Submission File Analysis Tool. This tab opens by default when the tool is opened in Microsoft Access.

Managing Open Templates in Microsoft Access

The CSI Submission File Analysis Tool organizes all open templates and reports into tabs across the top of the page in Microsoft Access. As seen in Figure 1.3, a tab is generated each time a user selects a button from the "Main Menu". In Figure 1.3, a tab is open for the "Main Menu" and along with several templates. Any open template tab can be closed using the **X** in the upper right-hand corner of the open template. No information is lost from the CSI Submission File Analysis Tool by closing and opening the templates. If the "Main Menu" is accidentally closed, then users can close and re-open the CSI Submission File Analysis Tool using Microsoft Access and the "Main Menu" will once again be accessible.

Figure 1.3: Managing Open Templates


CSI Submission Tool Final : Database (Access 2007 - 2010) - Microsoft Access
File
Home
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External Data
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Main Menu
Browse All Client Records
Browse All Service Records
Browse All Periodic Records
CSI Submission File Analysis Tool v. 1.0
Tool Summary
Import Data
Load Data
Browse Data
CSI Submission File Reports
CSI Error File Reports
Clear Data
After importing data into the CSI Submission File Analysis Tool using the "Import Data" tab and loading data into the tool using the "Load Data" tab, users can browse all Client, Service and Periodic records that have been loaded into the tool. Additionally, the "Load Data" step audits the records for validation errors during the import process and users can browse all Client, Service and Periodic records with identified validation errors.
Browse All Client Records
Browse All Client Records with Validation Errors
Browse All Service Records
Browse All Service Records with Validation Errors
Browse All Periodic Records
Browse All Periodic Records with Validation Errors
Navigation Pane
Form View
Num Lock

Encrypting the CSI Submission File Analysis Tool

The CSI Submission File Analysis Tool is provided empty of data and unencrypted. For security purposes, Counties and Providers may elect to encrypt the CSI Submission File Analysis Tool using the functionality provided by Microsoft Access to help prevent unauthorized use or disclosure. Instructions for encrypting the database can be found on Microsoft's website: http://office.microsoft.com/en-us/access-help/encrypt-a-database-by-using-a-database-password-HA010341664.aspx

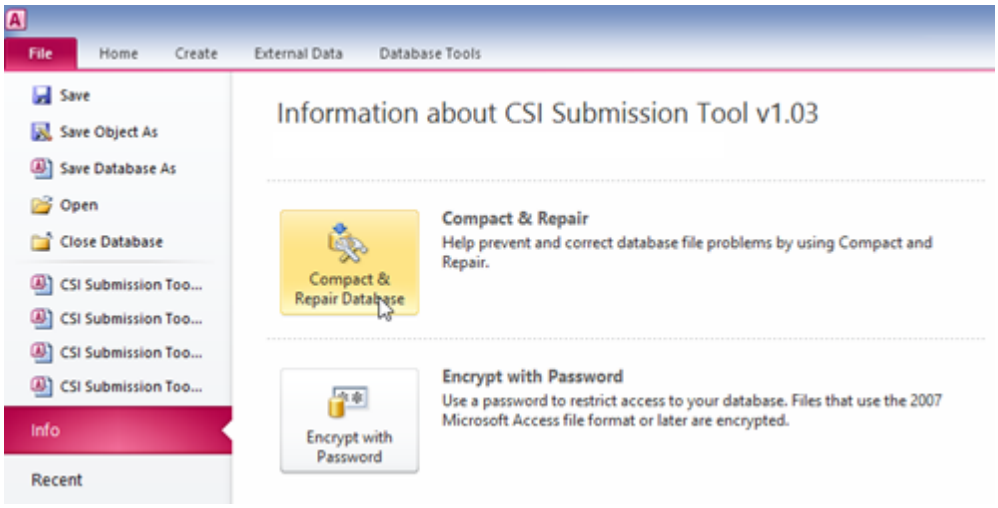
Compacting and Repairing the CSI Submission File Analysis Tool

To maintain optimal performance of the CSI Submission File Analysis Tool, the database must be compacted and repaired periodically. It is recommended that the CSI Submission File Analysis Tool be compacted and repaired each time before an updated set of data is imported into the tool. In addition, the CSI Submission File Analysis Tool may need to be compacted and repaired due to issues viewing data which may result from fragmentation inherent to the Microsoft Access platform. The following steps can be used to Compact & Repair the CSI Submission File Analysis Tool.

Compacting and Repairing the CSI Submission File Analysis Tool

1. Prior to attempting a Compact & Repair of the CSI Submission File Analysis Tool, it is recommended that users make a backup copy of the CSI Submission File Analysis Tool database
2. As seen in Figure 1.4, with the CSI Submission File Analysis Tool open in Microsoft Access, select the **File** menu
3. Select the **Info** menu
4. As seen in Figure 1.4, select the **Compact & Repair Database** button
5. After the Compact & Repair Database process is complete, the user will be returned to the Tool Summary tab of the "Main Menu" to continue using other functionality of the CSI Submission File Analysis tool

Figure 1.4: Compacting and Repairing the CSI Submission File Analysis Tool



Note: The **Compact & Repair Database** task can take a number of minutes for databases containing large amounts of data or a high level of fragmentation. This task can be stopped by using the CTRL + BREAK or CTRL + ESC keyboard combinations.

Chapter 2: Importing Data

The CSI Submission File Analysis Tool is provided empty of data. It is recommended that users store an empty, original copy of the CSI Submission File Analysis Tool as a backup in the event that Microsoft Access file corruption issues arise while utilizing the tool.

The CSI Submission File Analysis Tool is designed for use only with the CSI Submission Files and CSI Error Files in the exact CSI Submission File Format defined by the CSI Data Dictionary, July 2007. The CSI Submission Files and CSI Error Files should not be opened in any other editing program (such as Microsoft Excel) before import into the CSI Submission File Analysis Tool as this may result in changes to the file format.

Upon completion of the "Import Data" utility, CSI records will be imported into the database in the "Data_Raw" table and the data will be prepared for the "Load Data" utilities.

Note: Until the "Load Data" process described in the Loading Data chapter of this document is complete, data will not be available for use with templates and reports on the "Browse Data", "CSI Submission File Error Reports" and "CSI Error File Reports" tabs.

Import Data Utility

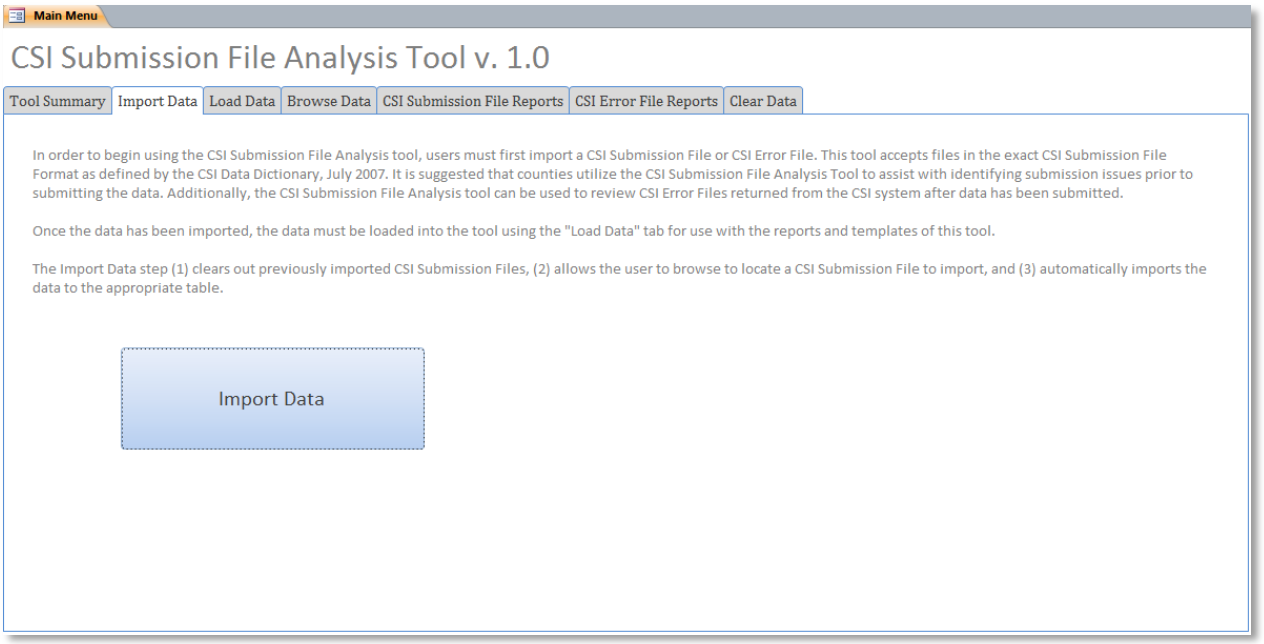
The "Import Data" tab allows users to import CSI records from a CSI Submission File or CSI Error File, as shown in Figure 2.1. The following steps can be used to import data into the CSI Submission File Analysis Tool.

> **Note:** Before importing new data for the first time, it is recommended that the user make a backup copy of the empty CSI Submission File Analysis Tool.

Importing Data into the CSI Submission File Analysis Tool

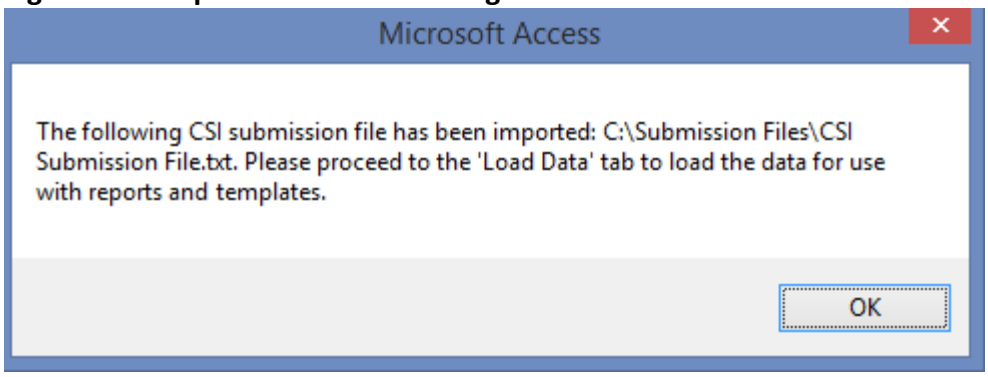
1. With the CSI Submission File Analysis Tool open in Microsoft Access, as seen in Figure 2.1, select the **Import Data** tab from the "Main Menu".

Figure 2.1: Import Data Tab


Main Menu
CSI Submission File Analysis Tool v. 1.0
Tool Summary
Import Data
Load Data
Browse Data
CSI Submission File Reports
CSI Error File Reports
Clear Data
In order to begin using the CSI Submission File Analysis tool, users must first import a CSI Submission File or CSI Error File. This tool accepts files in the exact CSI Submission File Format as defined by the CSI Data Dictionary, July 2007. It is suggested that counties utilize the CSI Submission File Analysis Tool to assist with identifying submission issues prior to submitting the data. Additionally, the CSI Submission File Analysis tool can be used to review CSI Error Files returned from the CSI system after data has been submitted.
Once the data has been imported, the data must be loaded into the tool using the "Load Data" tab for use with the reports and templates of this tool.
The Import Data step (1) clears out previously imported CSI Submission Files, (2) allows the user to browse to locate a CSI Submission File to import, and (3) automatically imports the data to the appropriate table.
Import Data

2. Press the **Import Data** button on the "Import Data" tab
3. A **Browse** window will open allowing the user to select the CSI Submission File or CSI Error File to import; after selecting a file and pressing **Open**, the CSI record file will be imported
4. After the data has been imported, a message will be displayed confirming the file was successfully imported, as shown in Figure 2.2; any errors generated during the import process may be indicative of the selected file not adhering to the file format defined in the CSI Data Dictionary

Figure 2.2: Import Data Alert Message


Microsoft Access
The following CSI submission file has been imported: C:\Submission Files\CSI Submission File.txt. Please proceed to the 'Load Data' tab to load the data for use with reports and templates.
OK

Chapter 3: Loading Data

After importing the CSI file following the steps described in the Importing Data chapter of this document, the raw imported data must be loaded into the tool for use with the CSI Submission File Analysis Tool reports and templates.

Initially, users should select "Load All Data". Advanced options are available for users who wish to control which data from the CSI file (i.e. Client, Service or Periodic data) is loaded into the tool for use with the CSI Submission File Analysis Tool reports and templates. For example, users may want to import only Client data from historical CSI Submission Files to allow for previously submitted Client data to be viewed with Services data contained in a more recent CSI Submission File.

Upon completion of the “Load Data” process, all selected records will be parsed, validated, and loaded into the Client, Service and Periodic tables (“Data_Clients”, “Data_Services”, and “Data_Periodics” respectively) and this data will be available for use with templates and reports located on the “Browse Data”, “CSI Submission File Error Reports” and “CSI Error File Reports” tabs.

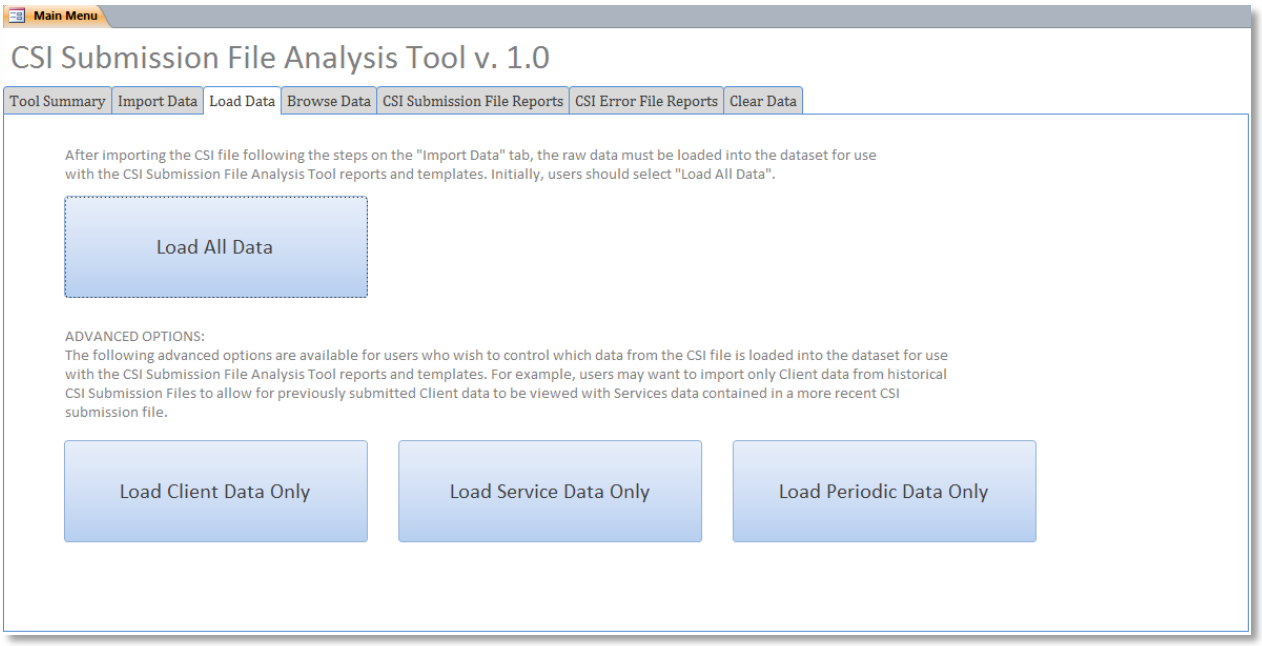
Load Data Utilities

The following instructions describe the use of the “Load Data” utilities to parse, validate, and load selected records into the CSI Submission File Analysis Tool.

Loading Data into the CSI Submission File Analysis Tool

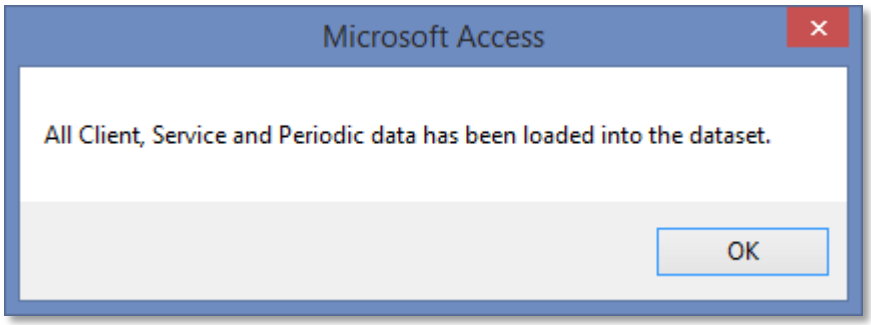
1. With the CSI Submission File Analysis Tool open in Microsoft Access, select the **Load Data** tab from the “Main Menu”, as seen in Figure 3.1

Figure 3.1: Load Data tab


Main Menu
CSI Submission File Analysis Tool v. 1.0
Tool Summary
Import Data
Load Data
Browse Data
CSI Submission File Reports
CSI Error File Reports
Clear Data
After importing the CSI file following the steps on the "Import Data" tab, the raw data must be loaded into the dataset for use with the CSI Submission File Analysis Tool reports and templates. Initially, users should select "Load All Data".
Load All Data
ADVANCED OPTIONS:
The following advanced options are available for users who wish to control which data from the CSI file is loaded into the dataset for use with the CSI Submission File Analysis Tool reports and templates. For example, users may want to import only Client data from historical CSI Submission Files to allow for previously submitted Client data to be viewed with Services data contained in a more recent CSI submission file.
Load Client Data Only
Load Service Data Only
Load Periodic Data Only

2. Press the **Load All Data** button on the "Load Data" tab to load all Client, Service and Periodic records from the most recently imported CSI Submission File or CSI Error File; alternatively, users can select the **Load Client Data Only**, **Load Service Data Only**, or **Load Periodic Data Only** buttons to load only a subset of the imported data
3. After the CSI records have been loaded, a message will be displayed confirming the data load was completed successfully, as shown in Figure 3.2; any errors generated during the import process may be indicative of one or more CSI records containing data that could not be parsed as text which could indicate data file corruption or a file format that does not adhere to the formats defined in the CSI Data Dictionary

Figure 3.2: Data Loaded Alert Message



Data Validation

During the "Load Data" process, a subset of the validation rules defined in the CSI Data Dictionary are performed against the CSI records. The implemented validation rules focus on verifying that the reported data for each field is in compliance with the values defined in the CSI Data Dictionary and that the data is not blank when required. A full listing of the rules implemented in the CSI Submission File Analysis Tool can be found in Appendix A. Since the CSI Submission File Analysis Tool does not contain historical data previously submitted to the CSI System and does not currently support Provider File data, validation is not possible for many relational and Provider related validation rules.

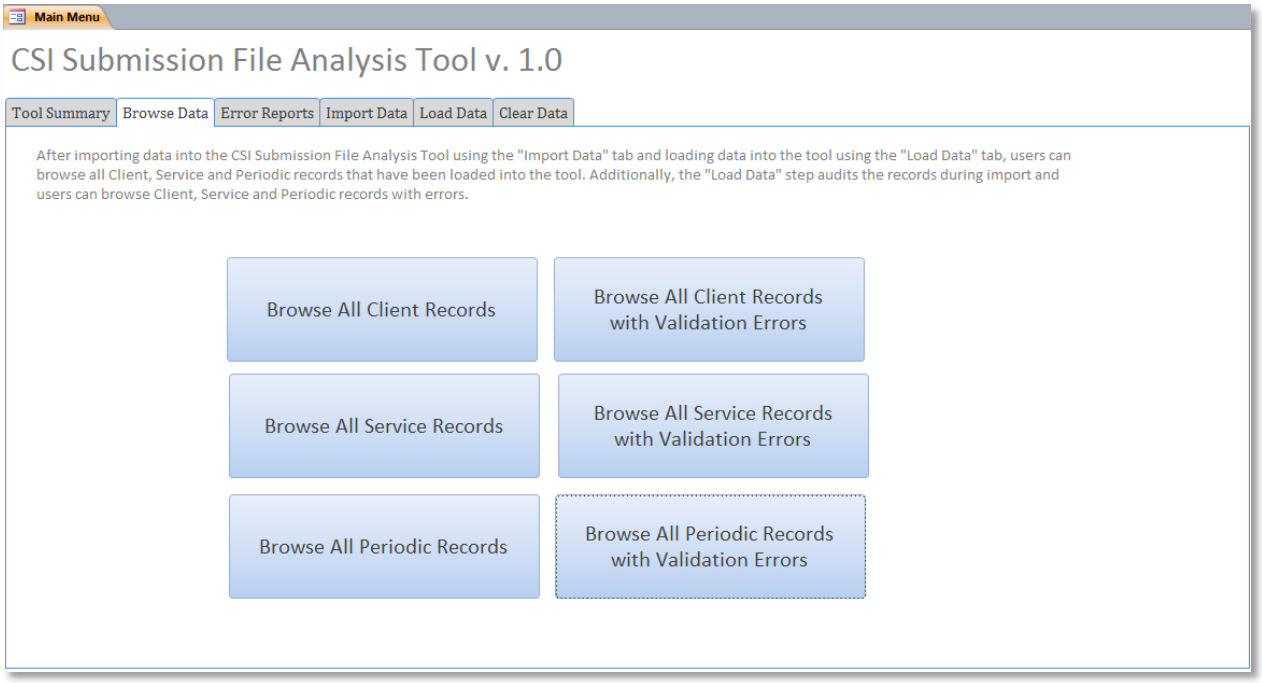
In some cases, the validation rules implemented in the CSI Submission File Analysis Tool may identify additional validation errors in comparison to errors generated by the CSI System. For example, the CSI Data Dictionary may indicate that a field is required on all Service records but the CSI System may not return an error if that field is empty. While these additional errors may not require correction for successful CSI submission, they may be indicative of areas where data quality could be improved.

Chapter 4: Browsing Data

After CSI data has been imported and loaded into the CSI Submission File Analysis Tool as described in the Importing Data and Loading Data chapters of this document, users can browse through the data using a number of available templates. As seen in Figure 4.1, the "Browse Data" tab contains six templates to browse all Client, Service, and Periodic records and to browse records that contain validation errors defined in Appendix A.

- **The Six Templates of the Browse Data Tab:**
  1. "Browse All Client Records" template
  2. "Browse All Client Records with Validation Errors" template
  3. "Browse All Service Records" template
  4. "Browse All Service Records with Validation Errors" template
  5. "Browse All Periodic Records" template
  6. "Browse All Periodic Records with Validation Errors" template

Figure 4.1: Browse Data Tab


Main Menu
CSI Submission File Analysis Tool v. 1.0
Tool Summary
Browse Data
Error Reports
Import Data
Load Data
Clear Data
After importing data into the CSI Submission File Analysis Tool using the "Import Data" tab and loading data into the tool using the "Load Data" tab, users can browse all Client, Service and Periodic records that have been loaded into the tool. Additionally, the "Load Data" step audits the records during import and users can browse Client, Service and Periodic records with errors.
Browse All Client Records
Browse All Client Records with Validation Errors
Browse All Service Records
Browse All Service Records with Validation Errors
Browse All Periodic Records
Browse All Periodic Records with Validation Errors

Using the Browse Data Templates

When using the "Browse Data" templates, there are three methods to navigate the record set.

- **The Three Methods of Navigating the Browse Data Templates:**
  1. **Record Navigation –** When using the templates to browse records, in the lower left corner of the screen there will be a "Record" section as shown in Figure 4.2; using the direction arrows, users can move through the record set or type in a record index number to jump to a record; the numbers in the Record box represent the index number of the current record being displayed in the template and the total number of records available (e.g., in Figure 4.2, record 1 of 2046 is displayed)
  2. **Search –** When browsing a template, the Search box displayed in Figure 4.2 allows the user to search the record set for a specific value; this allows users to find the next record with matching criteria within searchable fields; for the "Browse All Records" templates, any field in the "Record Information" section is searchable; for "Browse All Records with Validation Errors" templates, any field in the "Record Validation Errors" section is searchable
  3. **Filters** *(available on validation error templates only)*
     a. **Filter by Error Field –** This drop-down menu allows users to select from a list of fields for which the CSI Submission File Analysis Tool identified validation errors as shown in Figure 4.3; when an Error Field is selected (such as 'C01' as shown in Figure 4.4), only records containing errors in the selected field will be shown; the Record Navigation and Search functions can be used to navigate through the subset of filtered records
     b. **Show All Errors –** This button removes all filters from the template allowing users to browse all records in the record set with validation errors
     c. **Show Fatal Errors Only –** This button filters the records such that only records with Fatal validation errors are shown; the Record Navigation and Search functions can be used to navigate through the subset of filtered records
     d. **Show Non-Fatal Errors Only –** This button filters the records such that only records with Non-fatal validation errors are shown; the Record Navigation and Search functions can be used to navigate through the subset of filtered records

Figure 4.2: Record Navigation Buttons

Figure 4.3: Record Filters

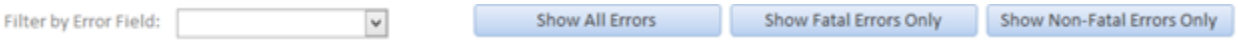
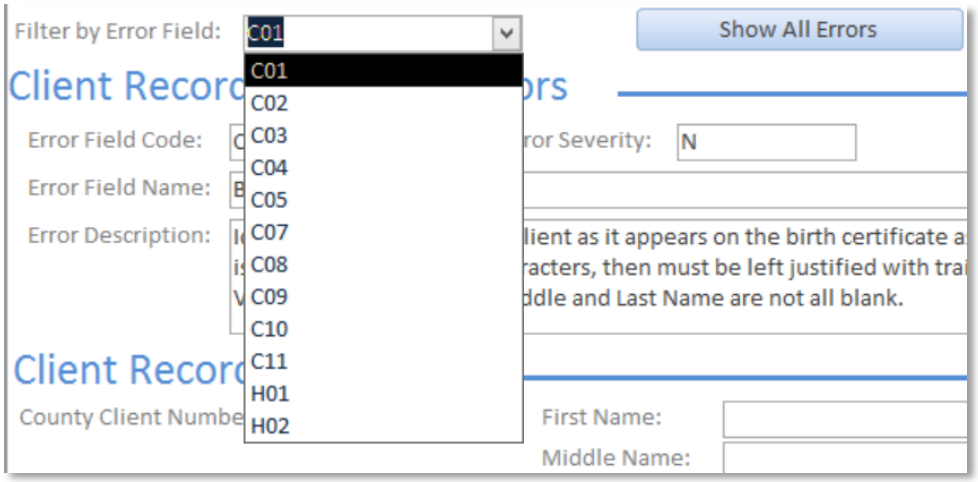


Figure 4.4: Filter by Error Field Drop-down Menu

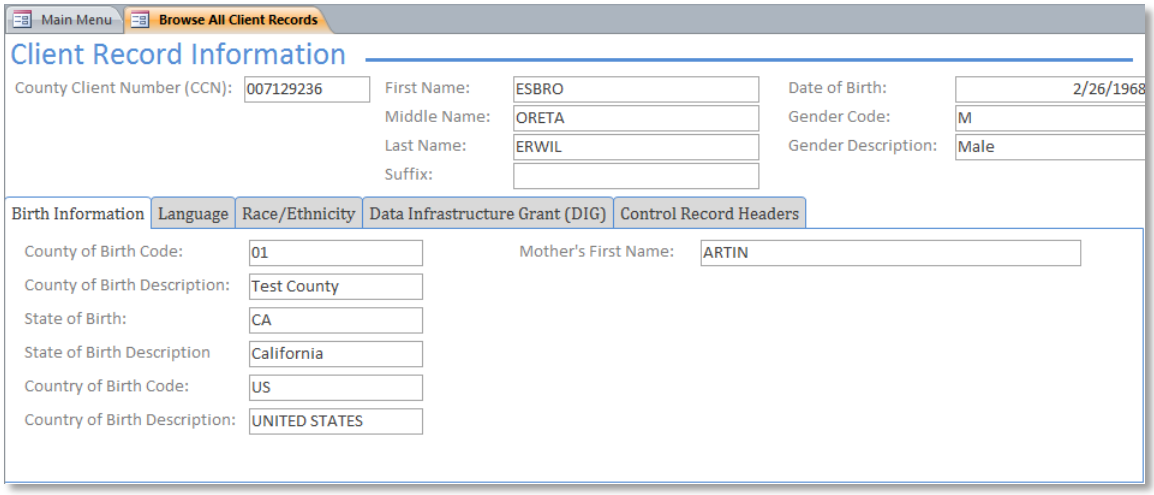


Browse All Client Records Template

The "Browse All Client Records" template allows users to view all data contained in each Client record that has been loaded into the CSI Submission File Analysis Tool. General information about the client is displayed at the top of the template and the remaining information contained in the Client record is grouped and displayed across five tabs as shown in Figure 4.5.

- **Elements of the Five CSI Client Record Information Field Groupings:**
  1. Birth Information
     a. County of Birth Code
     b. County of Birth Description
     c. State of Birth
     d. State of Birth Description
     e. Mother's First Name
  2. Language
     a. Primary Language Code
     b. Primary Language Description
     c. Preferred Language Code
     d. Preferred Language Description
  3. Race/Ethnicity
     a. Ethnicity Code
     b. Ethnicity Description
     c. Race 1-5 Code
     d. Race 1-5 Description
  4. Data Infrastructure Grant (DIG)
     a. Data Infrastructure Grant (DIG) Code
     b. Data Infrastructure Grant (DIG) Description
  5. Control Record Headers
     a. County/City/Mental Health Plan
     b. Client Record Transaction Code
     c. Client Record Transaction Code Description
     d. Client Record Code
     e. Client Record Type Description

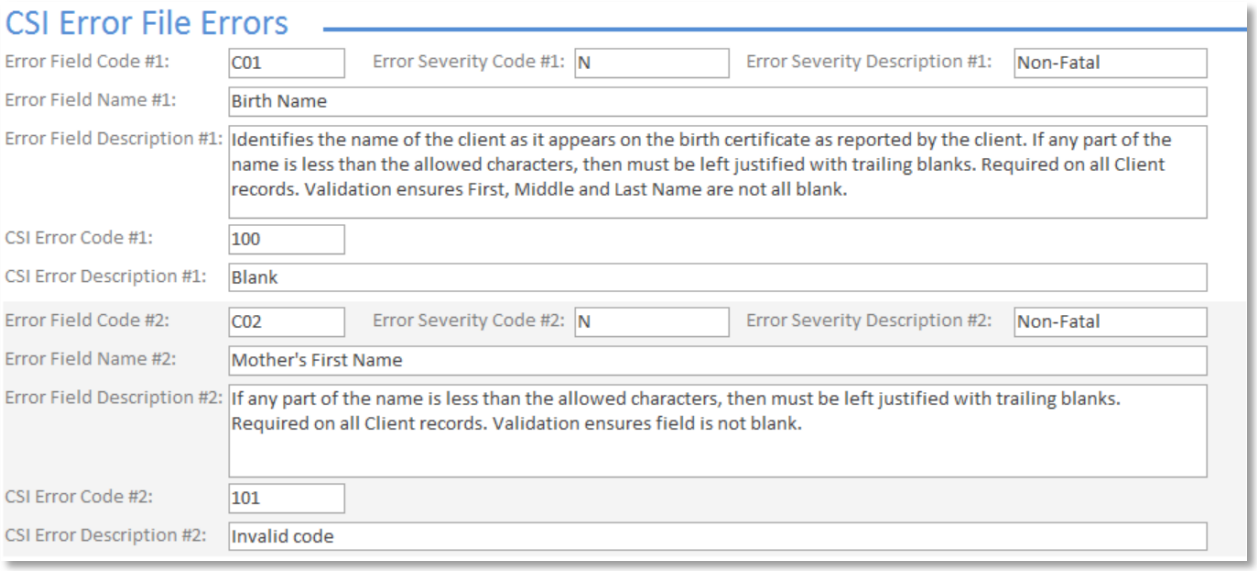
Figure 4.5: Browse All Client Records Template



If the source of the data was a CSI Error File, an additional section will appear at the bottom of the template for records containing "CSI Error File Errors" as shown in Figure 4.6. This section displays the first 5 error codes returned from the CSI System and provides the description of those errors. This allows users to quickly review Client record errors contained in the CSI Error File in combination with all Client record data to expedite the CSI Error File review process. Please see the Data Validation section of this document which describes potential differences in validation errors reported by the CSI System and the CSI Submission File Analysis Tool.

- **Elements of the Client Record CSI Error File Errors Section:**
  1. **Error Field Code –** Identifies the field for which a validation error was reported in the CSI Error File
  2. **Error Severity Code –** Identifies the error severity code (F or N) indicating whether the error was Fatal (F) or Non-fatal (N) respectively as defined in the CSI Data Dictionary
  3. **Error Severity Description –** Provides the description of the Error Severity Code (Fatal or Non-Fatal)
  4. **Error Field Name** – Identifies the name of the field indicated by the Error Field Code
  5. **Error Description –** Provides a brief definition of the field identified by the Error Field Code along with the validation conditions defined in Appendix A
  6. **CSI Error Code –** Identifies the CSI Error Code reported in the CSI Error File
  7. **CSI Error Code Description –** Provides the description of the CSI Error Code as defined in the CSI Data Dictionary in Section E-03.0

Figure 4.6: Client Record CSI Error File Errors Section


CSI Error File Errors
Error Field Code #1:
C01
Error Severity Code #1:
N
Error Severity Description #1:
Non-Fatal
Error Field Name #1:
Birth Name
Error Field Description #1:
Identifies the name of the client as it appears on the birth certificate as reported by the client. If any part of the name is less than the allowed characters, then must be left justified with trailing blanks. Required on all Client records. Validation ensures First, Middle and Last Name are not all blank.
CSI Error Code #1:
100
CSI Error Description #1:
Blank
Error Field Code #2:
C02
Error Severity Code #2:
N
Error Severity Description #2:
Non-Fatal
Error Field Name #2:
Mother's First Name
Error Field Description #2:
If any part of the name is less than the allowed characters, then must be left justified with trailing blanks. Required on all Client records. Validation ensures field is not blank.
CSI Error Code #2:
101
CSI Error Description #2:
Invalid code

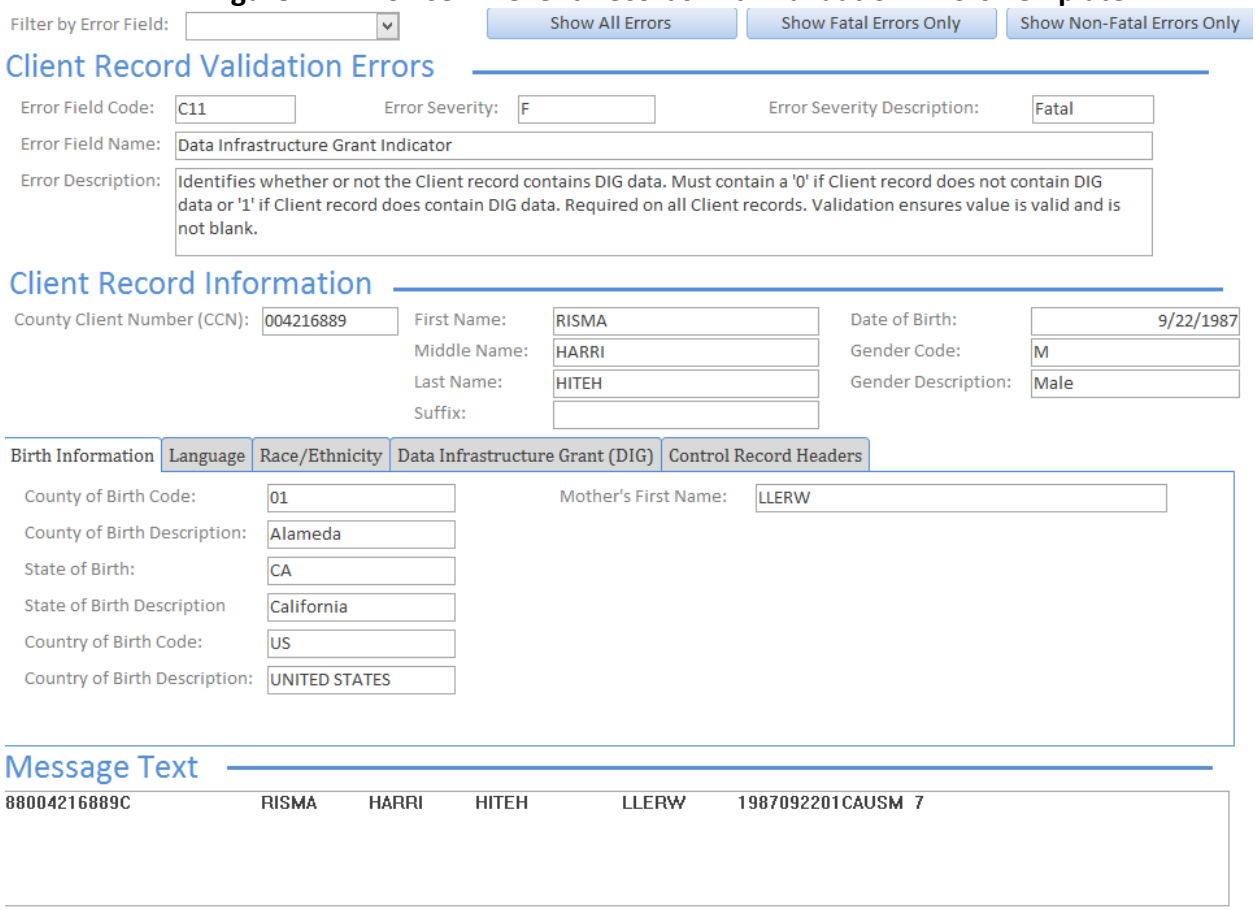
Browse All Client Records with Validation Errors Template

The "Browse All Client Records with Validation Errors" template allows users to view all Client records loaded in the tool that were identified as having validation issues according to the validation rules implemented in the CSI Submission File Analysis Tool as defined in Appendix A.

In addition to the "Client Record Information" section (as described in the previous section of this document, Browse All Client Records Template), the template contains a section describing the "Client Record Validation Errors" identified by the tool and a "Message Text" section which includes a copy of the errant CSI record contained within the CSI Submission File or CSI Error File, as shown in Figure 4.7.

- **Elements of the Client Record Validation Errors Section:**
  1. **Error Field Code –** Identifies the field for which a validation error has been identified by the tool according to the validation rules defined in Appendix A
  2. **Error Severity Code –** Identifies the error severity code (F or N, indicating whether the error was Fatal or Non-fatal respectively) as defined in the CSI Data Dictionary
  3. **Error Severity Description –** Provides the description of the Error Severity Code (Fatal or Non-Fatal)
  4. **Error Field Name** – Identifies the name of the field indicated by the Error Field Code
  5. **Error Description –** Provides a brief definition of the field identified by the Error Field Code along with the validation conditions defined in Appendix A

Figure 4.7: Browse All Client Records with Validation Errors Template


Filter by Error Field:
Show All Errors
Show Fatal Errors Only
Show Non-Fatal Errors Only
Client Record Validation Errors
Error Field Code: C11
Error Severity: F
Error Severity Description: Fatal
Error Field Name: Data Infrastructure Grant Indicator
Error Description: Identifies whether or not the Client record contains DIG data. Must contain a '0' if Client record does not contain DIG data or '1' if Client record does contain DIG data. Required on all Client records. Validation ensures value is valid and is not blank.
Client Record Information
County Client Number (CCN): 004216889
First Name: RISMA
Middle Name: HARRI
Last Name: HITEH
Suffix:
Date of Birth: 9/22/1987
Gender Code: M
Gender Description: Male
Birth Information
Language
Race/Ethnicity
Data Infrastructure Grant (DIG)
Control Record Headers
County of Birth Code: 01
County of Birth Description: Alameda
State of Birth: CA
State of Birth Description: California
Country of Birth Code: US
Country of Birth Description: UNITED STATES
Mother's First Name: LLERW
Message Text
88004216889C RISMA HARRI HITEH LLERW 1987092201CAUSM 7

Browse All Service Records Template

The “Browse All Service Records” template allows users to view all data contained in each Service record that has been loaded into the tool.

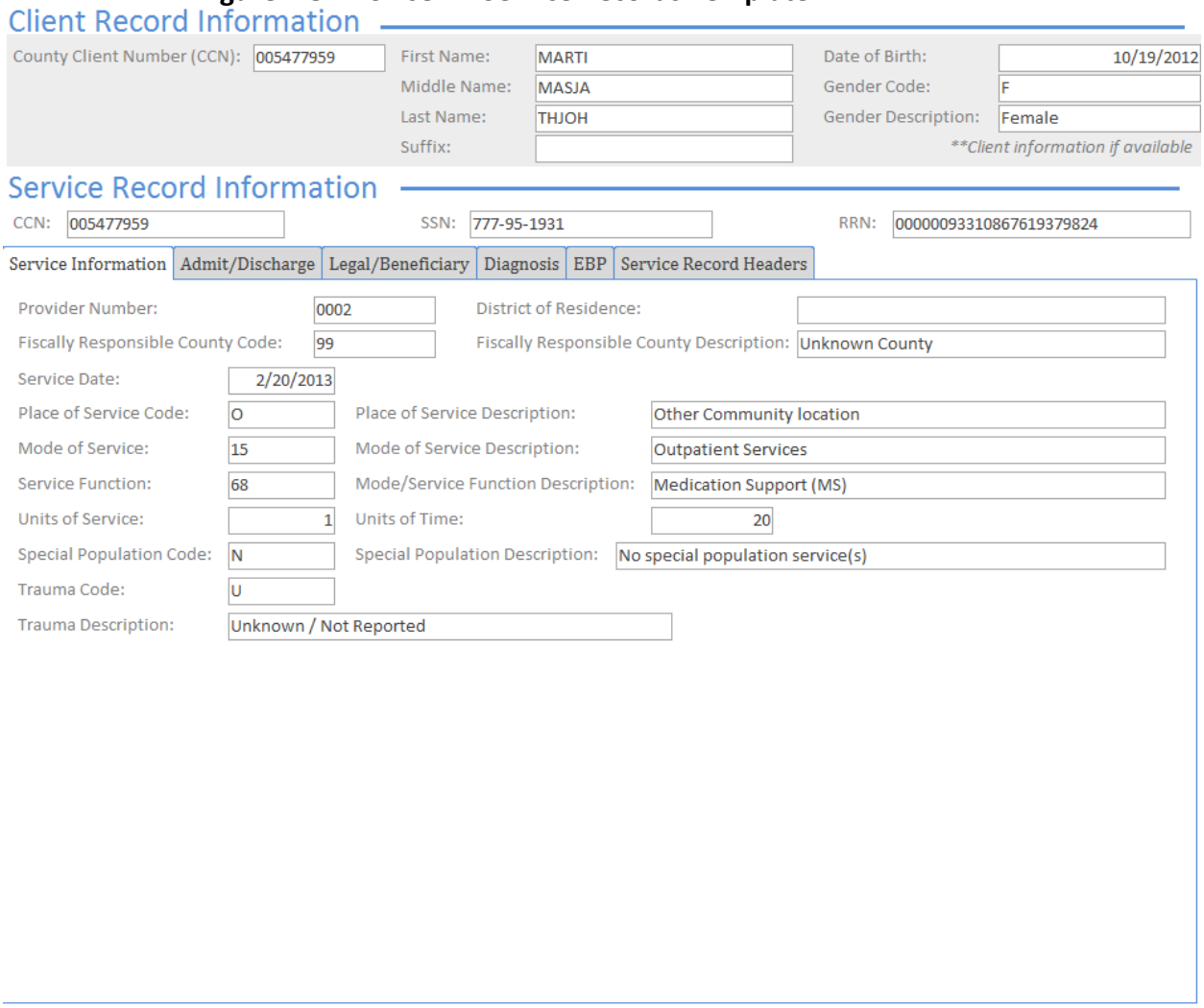
The “Client Record Information” section displays general information about the client (such as County Client Number, name, date of birth, and gender) if a Client record exists in the data currently loaded into the CSI Submission File Analysis Tool. Since Client records are submitted once per client, clients who began receiving services in previous months may not have a Client record in a CSI Submission File which contains Service records for that client. As a result, this section may be blank for many clients when evaluating a single CSI Submission File. Using advanced options on the “Load Data” tab, users are able to import Client records from multiple CSI Submission Files to increase the number of matching Client records available for display on the “Browse All Service Records” template. For example, users could import Client records only from all historical CSI Submission Files so that Client record information has been loaded for all clients.

The “Service Record Information” section provides the County Client Number (CCN), Social Security Number (SSN), and Record Reference Number (RRN); the remaining information contained in the CSI Service record is grouped and displayed across six tabs as shown in Figure 4.8.

- **Elements of the Six CSI Client Record field Groupings:**
  1. Service Information tab
     a. Provider Number
     b. District of Residence
     c. Fiscally Responsible County Code
     d. Fiscally Responsible County Description
     e. Service Date
     f. Place of Service Code
     g. Place of Service Description
     h. Mode of Service
     i. Mode of Service Description
     j. Service Function
     k. Mode/Service Function Description
     l. Units of Service
     m. Units of Time
     n. Special Population Code
     o. Special Population Description
     p. Trauma Code
     q. Trauma Description
  2. Admit/Discharge tab
     a. Admission Date
     b. Discharge Date
     c. Begin Service Date
     d. End Service Date
     e. Patient Status Code
     f. Patient Status Description
     g. Admission Necessity Code
     h. Admission Necessity Description
     i. Legal Admission Code
     j. Legal Admission Description
     k. Legal Discharge Code
     l. Legal Discharge Description
  3. Legal/Beneficiary tab
     a. Legal/Beneficiary First Name
     b. Legal/Beneficiary Middle Name
     c. Legal/Beneficiary Last Name

4. Diagnosis
    a. Axis I Diagnosis Code
    b. Axis I Primary Code
    c. Axis I Primary Description
    d. Axis I Diagnosis Description
    e. Axis I Additional Diagnosis Code
    f. Axis I Additional Diagnosis Code Description
    g. Axis II Diagnosis Code
    h. Axis II Primary Code
    i. Axis II Primary Description
    j. Axis II Diagnosis Description
    k. Axis II Additional Diagnosis Code
    l. Axis II Additional Diagnosis Code Description
    m. Primary General Medical Condition (GMC) Summary Code
    n. Primary GMC Summary Code Description
    o. Primary GMC Diagnosis Code
    p. Primary GMC Diagnosis Description
    q. Secondary GMC Summary Code
    r. Secondary GMC Summary Code Description
    s. Secondary GMC Diagnosis Code
    t. Secondary GMC Diagnosis Description
5. Evidence Based Practices (EBP) Tab
    a. Evidence-Based Practices / Service Strategies Code 1
    b. Evidence-Based Practices / Service Strategies Description 1
    c. Evidence-Based Practices / Service Strategies Code 2
    d. Evidence-Based Practices / Service Strategies Description 2
    e. Evidence-Based Practices / Service Strategies Code 3
    f. Evidence-Based Practices / Service Strategies Description 3
6. Service Record Headers
    a. City/County/Mental Health Plan
    b. Service Record Transaction Code
    c. Service Record Transaction Code Description
    d. Service Record Type Code

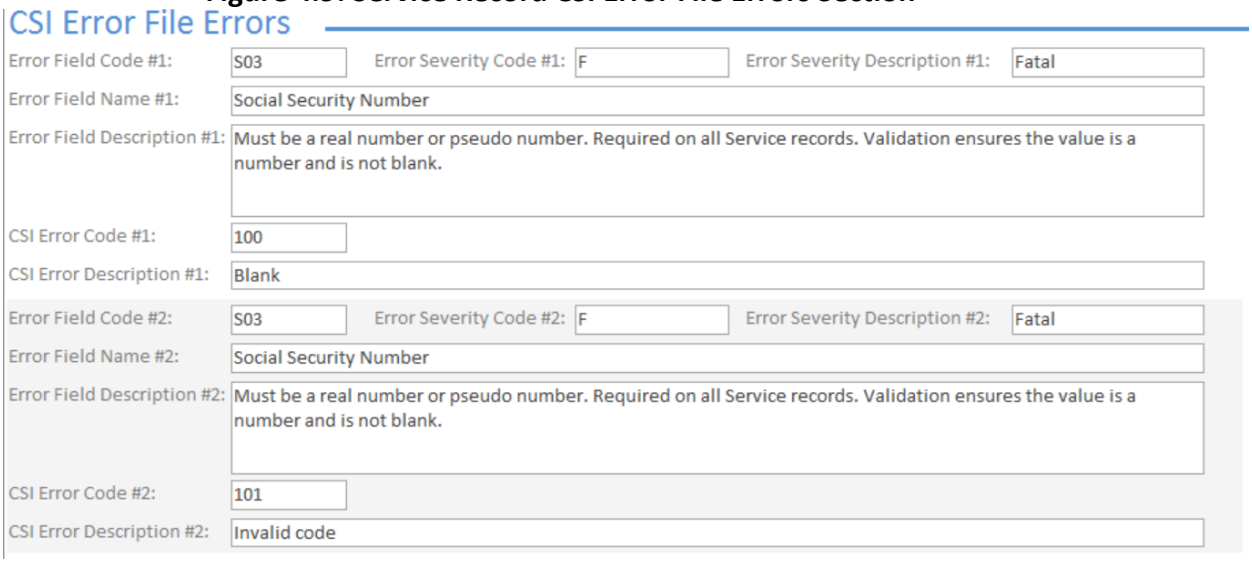
Figure 4.8: Browse All Service Records Template



If the source of the data was a CSI Error File, an additional section will appear at the bottom of the template for records containing "CSI Error File Errors" as shown in Figure 4.9. This section displays the first 5 error codes returned from the CSI System and provides the description of those errors. This allows users to quickly review Service record errors contained in the CSI Error File in combination with all Service record data to expedite the CSI Error File review process. Please see the Data Validation section of this document which describes potential differences in validation errors reported by the CSI System and the CSI Submission File Analysis Tool.

- **Elements of the Service Record CSI Error File Errors Section:**
  1. **Error Field Code –** Identifies the field for which a validation error was reported in the CSI Error File
  2. **Error Severity Code –** Identifies the error severity code (F or N) indicating whether the error was Fatal or Non-fatal respectively as defined in the CSI Data Dictionary
  3. **Error Severity Description –** Provides the description of the Error Severity Code (Fatal or Non-Fatal)
  4. **Error Field Name** – Identifies the name of the field indicated by the Error Field Code
  5. **Error Description –** Provides a brief definition of the field identified by the Error Field Code along with the validation conditions defined in Appendix A
  6. **CSI Error Code –** Identifies the CSI Error Code reported in the CSI Error File
  7. **CSI Error Code Description –** Provides the description of the CSI Error Code as defined in the CSI Data Dictionary in Section E-03.0

Figure 4.9: Service Record CSI Error File Errors Section


CSI Error File Errors
Error Field Code #1:
S03
Error Severity Code #1:
F
Error Severity Description #1:
Fatal
Error Field Name #1:
Social Security Number
Error Field Description #1:
Must be a real number or pseudo number. Required on all Service records. Validation ensures the value is a number and is not blank.
CSI Error Code #1:
100
CSI Error Description #1:
Blank
Error Field Code #2:
S03
Error Severity Code #2:
F
Error Severity Description #2:
Fatal
Error Field Name #2:
Social Security Number
Error Field Description #2:
Must be a real number or pseudo number. Required on all Service records. Validation ensures the value is a number and is not blank.
CSI Error Code #2:
101
CSI Error Description #2:
Invalid code

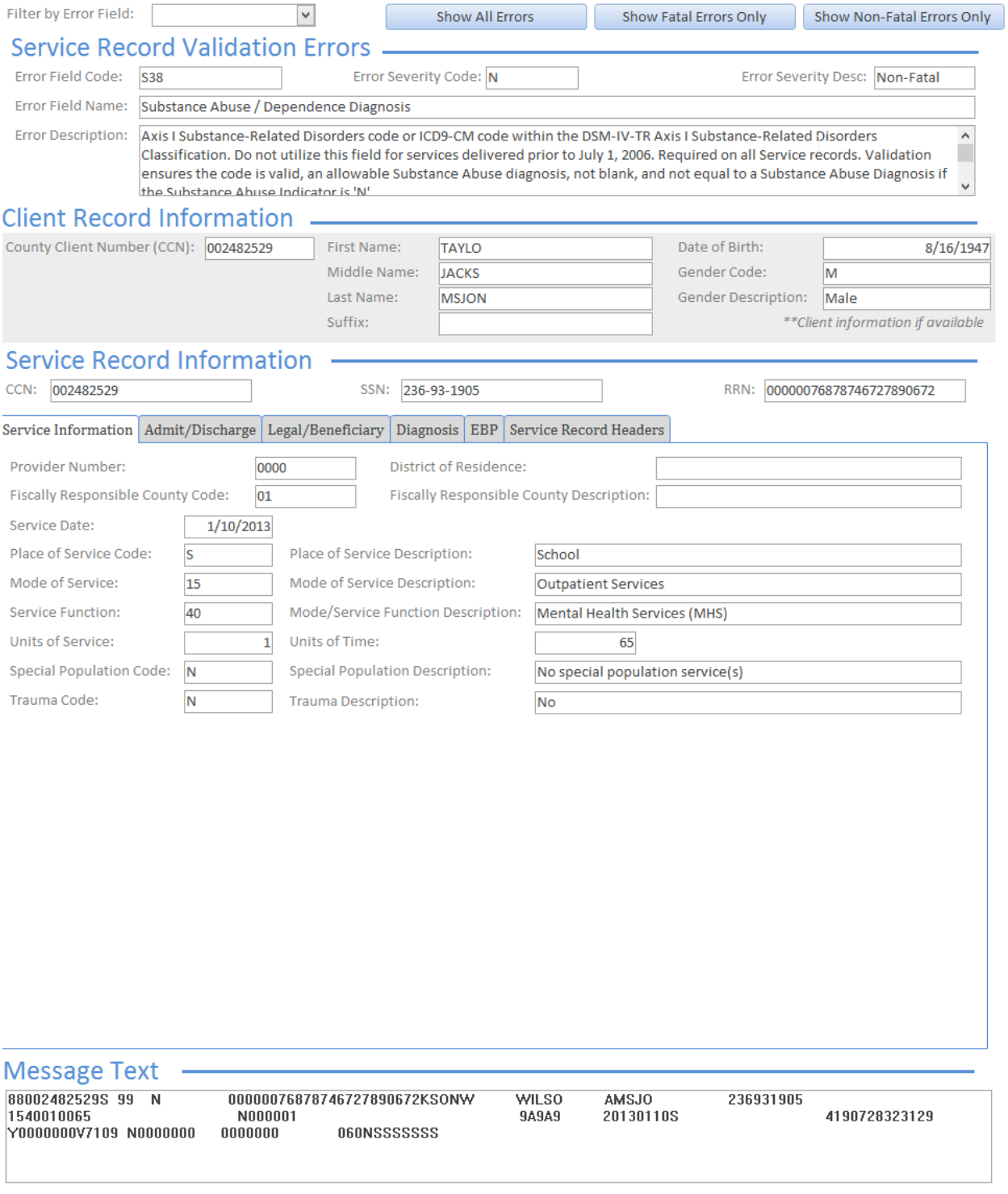
Browse All Service Records with Validation Errors Template

The "Browse All Service Records with Validation Errors" template allows users to view all Client records loaded in the tool that were identified as having validation issues according to the validation rules implemented in the CSI Submission File Analysis Tool as defined in Appendix A.

In addition to the "Service Record Information" section (as described in the previous section of this document, Browse All Service Records Template), the template contains a section describing the "Service Record Validation Errors" identified by the tool and a "Message Text" section which includes a copy of the errant CSI record contained within the CSI Submission File or CSI Error File, as shown in Figure 4.10.

- **Elements of the Service Record Validation Errors section:**
  - **Error Field Code –** Identifies the field for which a validation error has been identified by the tool according to the validation rules defined in Appendix A
  - **Error Severity Code –** Identifies the error severity code (F or N, indicating whether the error was Fatal or Non-fatal respectively) as defined in the CSI Data Dictionary
  - **Error Severity Description –** Provides the description of the Error Severity Code (Fatal or Non-Fatal)
  - **Error Field Name** – Identifies the name of the field indicated by the Error Field Code
  - **Error Description –** Provides a brief definition of the field identified by the Error Field Code along with the validation conditions defined in Appendix A

Figure 4.10: Browse All Service Records with Validation Errors Template


Filter by Error Field:
Show All Errors
Show Fatal Errors Only
Show Non-Fatal Errors Only
Service Record Validation Errors
Error Field Code: S38
Error Severity Code: N
Error Severity Desc: Non-Fatal
Error Field Name: Substance Abuse / Dependence Diagnosis
Error Description: Axis I Substance-Related Disorders code or ICD9-CM code within the DSM-IV-TR Axis I Substance-Related Disorders Classification. Do not utilize this field for services delivered prior to July 1, 2006. Required on all Service records. Validation ensures the code is valid, an allowable Substance Abuse diagnosis, not blank, and not equal to a Substance Abuse Diagnosis if the Substance Abuse Indicator is 'N'
Client Record Information
County Client Number (CCN): 002482529
First Name: TAYLO
Middle Name: JACKS
Last Name: MSJON
Suffix:
Date of Birth: 8/16/1947
Gender Code: M
Gender Description: Male
**Client information if available
Service Record Information
CCN: 002482529
SSN: 236-93-1905
RRN: 00000076878746727890672
Service Information
Admit/Discharge
Legal/Beneficiary
Diagnosis
EBP
Service Record Headers
Provider Number: 0000
District of Residence:
Fiscally Responsible County Code: 01
Fiscally Responsible County Description:
Service Date: 1/10/2013
Place of Service Code: S
Place of Service Description: School
Mode of Service: 15
Mode of Service Description: Outpatient Services
Service Function: 40
Mode/Service Function Description: Mental Health Services (MHS)
Units of Service: 1
Units of Time: 65
Special Population Code: N
Special Population Description: No special population service(s)
Trauma Code: N
Trauma Description: No
Message Text
88002482529S 99 N 00000076878746727890672KSONW WILSO AMSJO 236931905
1540010065 N000001 9A9A9 20130110S 4190728323129
Y0000000V7109 N0000000 0000000 060NSSSSSSS

Browse All Periodic Records Template

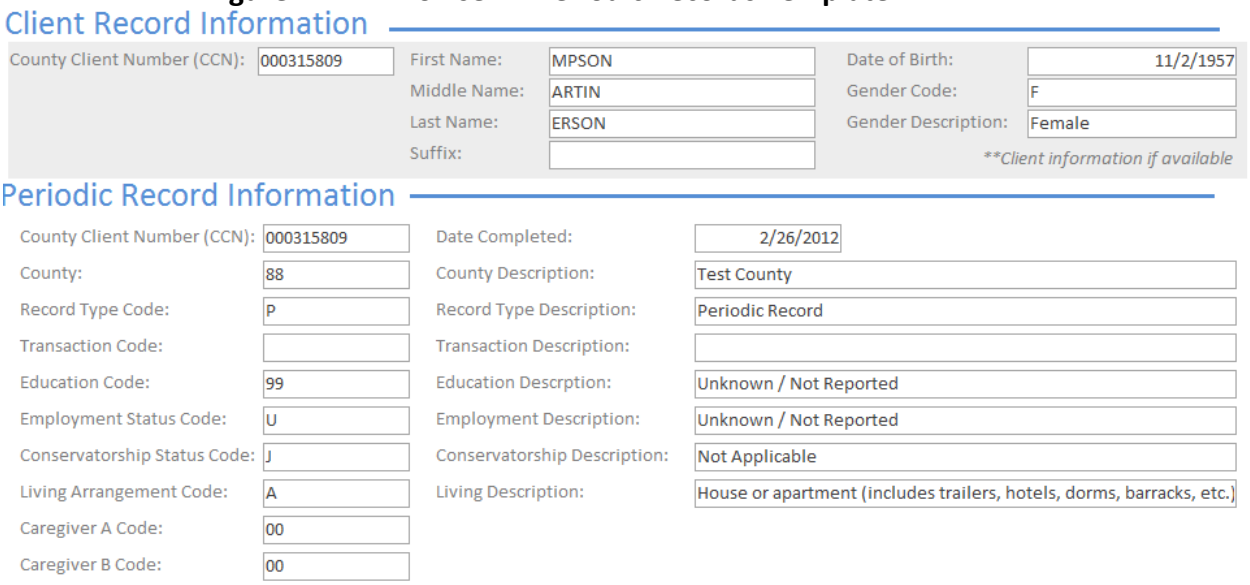
The "Browse All Periodic Records" template allows users to view all data contained in each Periodic record that has been loaded into the CSI Submission File Analysis Tool.

The "Client Record Information" section displays general information about the client (such as County Client Number, name, date of birth, and gender) if a Client record exists in the data currently loaded into the CSI Submission File Analysis Tool. Since Client records are submitted once per client, clients who began receiving services in previous months may not have a Client record in a CSI Submission File. As a result, this section may be blank for many clients when evaluating a single CSI Submission File. Using advanced options on the "Load Data" tab, users are able to import Client records from multiple CSI Submission Files to increase the number of matching Client records available for display on the "Browse All Periodic Records" template. For example, users could import Client records only from all historical CSI Submission Files to create a dataset which contains Client record information for all clients.

The "Periodic Record Information" section provides all information reported in Periodic records in CSI Submission Files and CSI Error Files, as shown in Figure 4.11.

- **Elements of the Periodic Record Information:**
  1. County Client Number (CCN)
  2. Date Completed
  3. County
  4. County Description
  5. Record Type
  6. Record Type Description
  7. Transaction Code
  8. Transaction Code Description
  9. Education Code
  10. Education Code Description
  11. Employment Status Code
  12. Employment Description
  13. Conservatorship Status Code
  14. Conservatorship Description
  15. Living Arrangement Code
  16. Living Arrangement Description
  17. Caregiver A Code
  18. Caregiver B Code

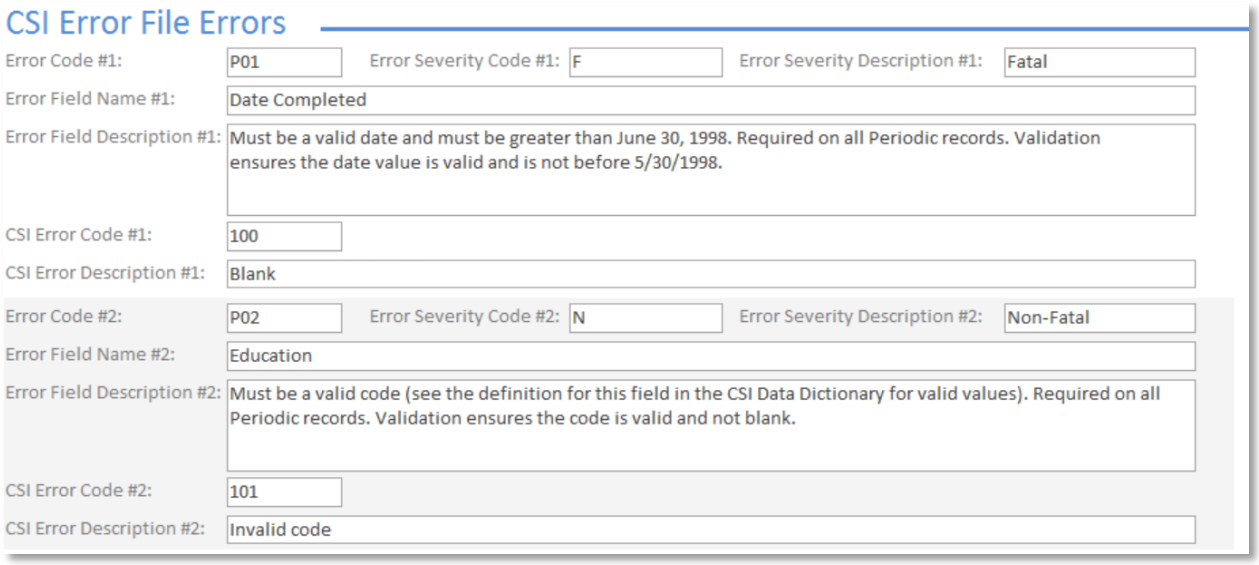
Figure 4.11: Browse All Periodic Records Template



If the source of the data was a CSI Error File, an additional section will appear at the bottom of the template for records containing "CSI Error File Errors" as shown in Figure 4.12. This section displays the first 5 error codes returned from the CSI System and provides the description of those errors. This allows users to quickly review Periodic record errors contained in the CSI Error File in combination with all Periodic record data to expedite the CSI Error File review process. Please see the Data Validation section of this document which describes potential differences in validation errors reported by the CSI System and the CSI Submission File Analysis Tool.

- **Elements of the Periodic Record CSI Error File Errors Section:**
  1. **Error Field Code –** Identifies the field for which a validation error was reported in the CSI Error File
  2. **Error Severity Code –** Identifies the error severity code (F or N) indicating whether the error was Fatal or Non-fatal respectively as defined in the CSI Data Dictionary
  3. **Error Severity Description –** Provides the description of the Error Severity Code (Fatal or Non-Fatal)
  4. **Error Field Name** – Identifies the name of the field indicated by the Error Field Code
  5. **Error Description –** Provides a brief definition of the field identified by the Error Field Code along with the validation conditions defined in Appendix A
  6. **CSI Error Code –** Identifies the CSI Error Code reported in the CSI Error File
  7. **CSI Error Code Description –** Provides the description of the CSI Error Code as defined in the CSI Data Dictionary in Section E-03.0

Figure 4.12: Periodic Record CSI Error File Errors Section


CSI Error File Errors
Error Code #1:
P01
Error Severity Code #1:
F
Error Severity Description #1:
Fatal
Error Field Name #1:
Date Completed
Error Field Description #1:
Must be a valid date and must be greater than June 30, 1998. Required on all Periodic records. Validation ensures the date value is valid and is not before 5/30/1998.
CSI Error Code #1:
100
CSI Error Description #1:
Blank
Error Code #2:
P02
Error Severity Code #2:
N
Error Severity Description #2:
Non-Fatal
Error Field Name #2:
Education
Error Field Description #2:
Must be a valid code (see the definition for this field in the CSI Data Dictionary for valid values). Required on all Periodic records. Validation ensures the code is valid and not blank.
CSI Error Code #2:
101
CSI Error Description #2:
Invalid code

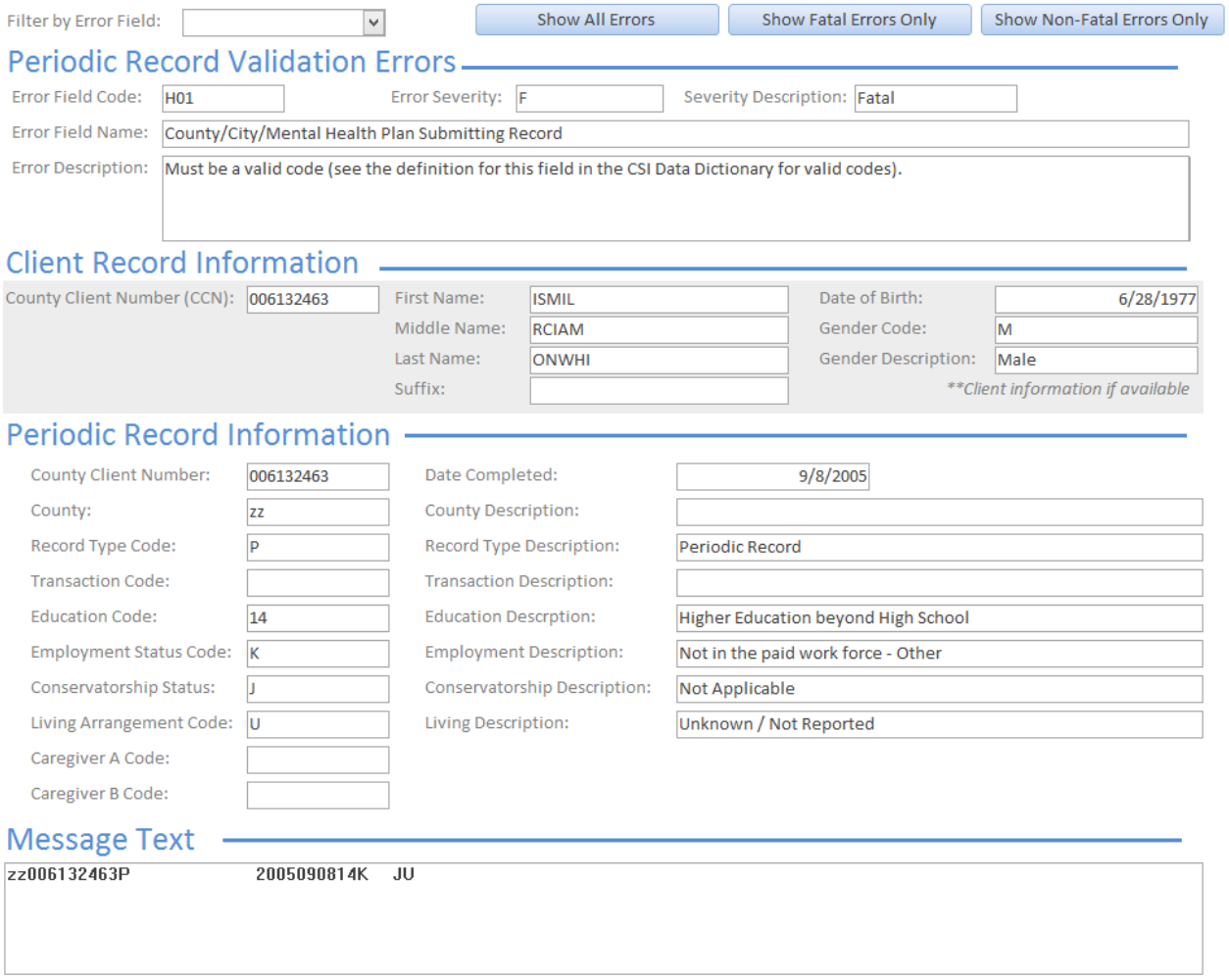
Browse All Periodic Records with Validation Errors Template

The "Browse All Periodic Records with Validation Errors" template allows users to view all Periodic records loaded in the tool that were identified as having validation issues according to the validation rules implemented in the CSI Submission File Analysis Tool defined in Appendix A.

In addition to the "Periodic Record Information" section (as described in the previous section of this document, Browse All Periodic Records Template), the template contains a section describing the "Periodic Record Validation Errors" identified by the tool and a "Message Text" section which includes a copy of the errant CSI record contained within the CSI Submission File or CSI Error File, as shown in Figure 4.13.

- **Elements of the Periodic Record Validation Errors section:**
  1. **Error Field Code –** Identifies the field for which a validation error has been identified by the tool according to the validation rules defined in Appendix A
  2. **Error Severity Code –** Identifies the error severity code (F or N, indicating whether the error was Fatal or Non-fatal respectively) as defined in the CSI Data Dictionary
  3. **Error Severity Description –** Provides the description of the Error Severity Code (Fatal or Non-Fatal)
  4. **Error Field Name** – Identifies the name of the field indicated by the Error Field Code
  5. **Error Description –** Provides a brief definition of the field identified by the Error Field Code along with the validation conditions defined in Appendix A

Figure 4.13: Browse All Periodic Records with Validation Errors Template

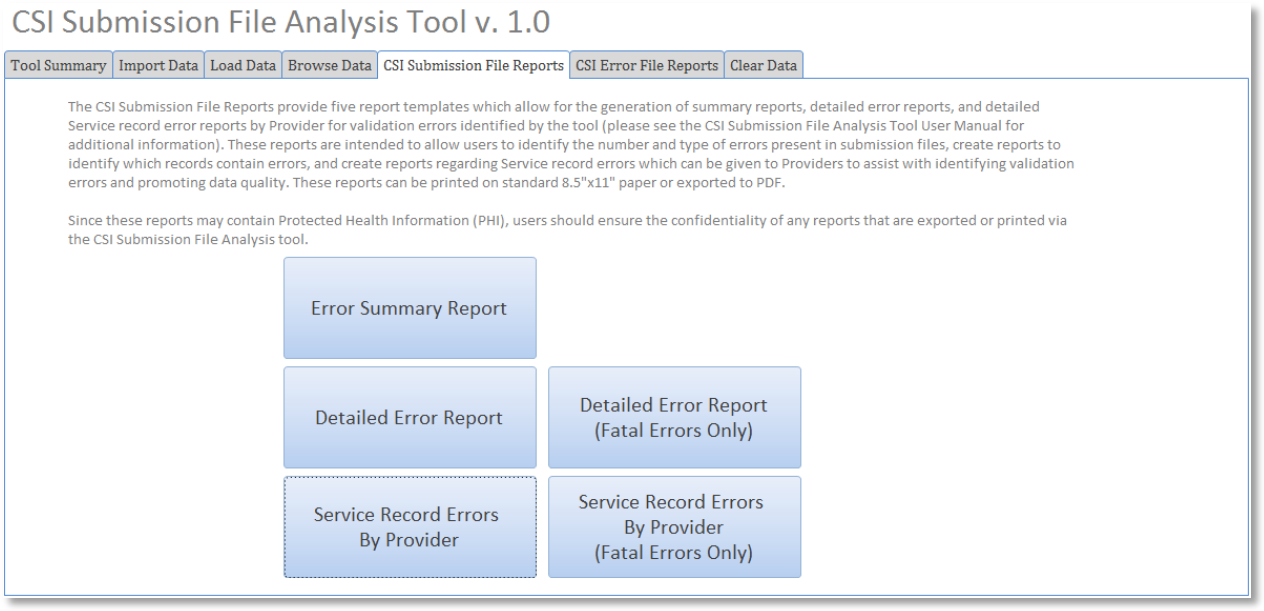

Filter by Error Field:
Show All Errors
Show Fatal Errors Only
Show Non-Fatal Errors Only
Periodic Record Validation Errors
Error Field Code: H01
Error Severity: F
Severity Description: Fatal
Error Field Name: County/City/Mental Health Plan Submitting Record
Error Description: Must be a valid code (see the definition for this field in the CSI Data Dictionary for valid codes).
Client Record Information
County Client Number (CCN): 006132463
First Name: ISMIL
Middle Name: RCIAM
Last Name: ONWHI
Suffix:
Date of Birth: 6/28/1977
Gender Code: M
Gender Description: Male
**Client information if available
Periodic Record Information
County Client Number: 006132463
County: zz
Record Type Code: P
Transaction Code:
Education Code: 14
Employment Status Code: K
Conservatorship Status: J
Living Arrangement Code: U
Caregiver A Code:
Caregiver B Code:
Date Completed: 9/8/2005
County Description:
Record Type Description: Periodic Record
Transaction Description:
Education Descrption: Higher Education beyond High School
Employment Description: Not in the paid work force - Other
Conservatorship Description: Not Applicable
Living Description: Unknown / Not Reported
Message Text
zz006132463P 2005090814K JU

Chapter 5: Generating CSI Submission File Error Reports

The CSI Submission File Analysis Tool provides five report templates which allow for the generation of summary reports, detailed error reports, and detailed Service record error reports by Provider to analyze CSI Submission File errors as shown in Figure 5.1. These reports are intended to allow users to identify the number and type of errors present in submission files, create reports to identify which records contain errors, and create reports regarding Service record errors which can be given to Providers to assist with identifying validation errors and promoting data quality. All errors presented in these reports were identified by the tool during the "Load Data" process based on the validation rules defined in Appendix A. These reports analyze CSI records imported from both CSI Submission Files and CSI Error Files but ignore any error information returned from the CSI System in CSI Error Files.

- **The Five Error Report Templates of the CSI Submission File Reports Tab:**
  1. "Error Summary Report"
  2. "Detailed Error Report"
  3. "Detailed Error Report (Fatal Errors Only)"
  4. "Service Record Errors by Provider Report"
  5. "Service Record Errors by Provider Report (Fatal Errors Only)"

Figure 5.1: CSI Submission File Reports Tab

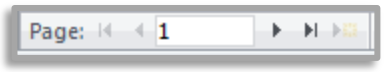

CSI Submission File Analysis Tool v. 1.0
Tool Summary
Import Data
Load Data
Browse Data
CSI Submission File Reports
CSI Error File Reports
Clear Data
The CSI Submission File Reports provide five report templates which allow for the generation of summary reports, detailed error reports, and detailed Service record error reports by Provider for validation errors identified by the tool (please see the CSI Submission File Analysis Tool User Manual for additional information). These reports are intended to allow users to identify the number and type of errors present in submission files, create reports to identify which records contain errors, and create reports regarding Service record errors which can be given to Providers to assist with identifying validation errors and promoting data quality. These reports can be printed on standard 8.5"x11" paper or exported to PDF.
Since these reports may contain Protected Health Information (PHI), users should ensure the confidentiality of any reports that are exported or printed via the CSI Submission File Analysis tool.
Error Summary Report
Detailed Error Report
Detailed Error Report (Fatal Errors Only)
Service Record Errors By Provider
Service Record Errors By Provider (Fatal Errors Only)

Using the Error Report Templates

All report templates of the CSI Submission File Analysis Tool were created in Microsoft Access as standard Microsoft Access Reports. As a result, all built-in functionality for reports is compatible with the report templates. The three most commonly used Microsoft Access reporting functions for use with the CSI Submission File Analysis Tool are the Page Selector, Zoom Slide-bar, and Print Preview Ribbon.

As seen in Figure 5.2, the **Page Selector** in the lower left-hand corner allows scrolling or jumping to any page in the report.

Figure 5.2: The Page Selector

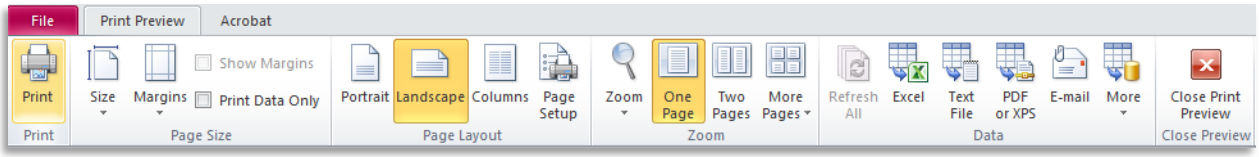


As seen in Figure 5.3, a **Zoom Slide-bar** in the lower right-hand corner allows enlarging or shrinking the view of the report on the screen for visibility.

Figure 5.3: Zoom Slide-bar

As seen in Figure 5.4, The "Print Preview" ribbon heading has options for printing and exporting the report. Clicking **Print** will print the report. Clicking the "PDF or XPS" button allows users to export the report in PDF format. Users can also zoom in or out and view the report by more than one page in the "Zoom" section of the ribbon. The **Close Print Preview** option will exit the report and return focus to the "Main Menu".

Figure 5.4: Print Preview Ribbon



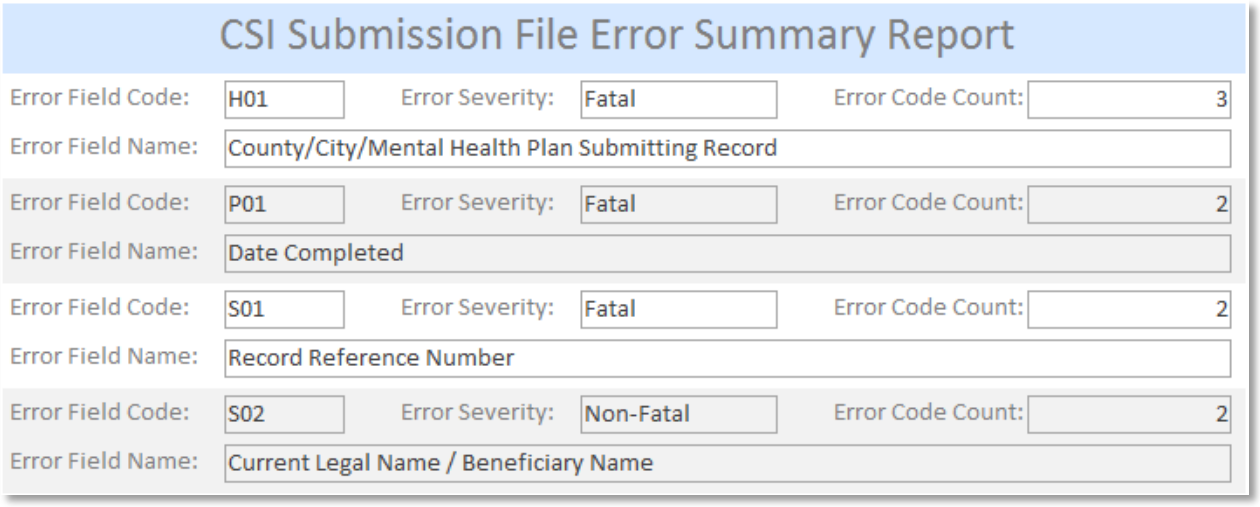
Note: The margins of the reports are set for printing on standard printers. Adjusting the margins may affect the quality of the report. However, if the report prints extra blank pages, then slightly widening the margins may resolve the issue.

Error Summary Report Template

The "Error Summary Report" template provides a summary of the Client, Service and Periodic record validation errors according to the validation rules implemented in the CSI Submission File Analysis Tool as defined in Appendix A for records currently loaded in the tool. This report is useful for reviewing the number of errors identified by data element to assist with identifying validation error trends and promoting data quality.

- **Elements of the Error Summary Report template:**
  1. **Error Field Code –** Represents the CSI field code as defined in the CSI Data Dictionary
  2. **Error Field Name –** Represents the CSI field name as defined in the CSI Data Dictionary
  3. **Error Severity –** Represents the severity of the error (Fatal or Non-fatal)
  4. **Error Code Count –** Represents the total number of records that were identified by the tool as having validation errors with each field according to the validation rules defined in Appendix A; since one CSI record can have multiple issues, the total of all Error Code Counts may be greater than the total number of records with errors

Figure 5.5: CSI Submission File Error Summary Report


CSI Submission File Error Summary Report
Error Field Code: H01
Error Severity: Fatal
Error Code Count: 3
Error Field Name: County/City/Mental Health Plan Submitting Record
Error Field Code: P01
Error Severity: Fatal
Error Code Count: 2
Error Field Name: Date Completed
Error Field Code: S01
Error Severity: Fatal
Error Code Count: 2
Error Field Name: Record Reference Number
Error Field Code: S02
Error Severity: Non-Fatal
Error Code Count: 2
Error Field Name: Current Legal Name / Beneficiary Name

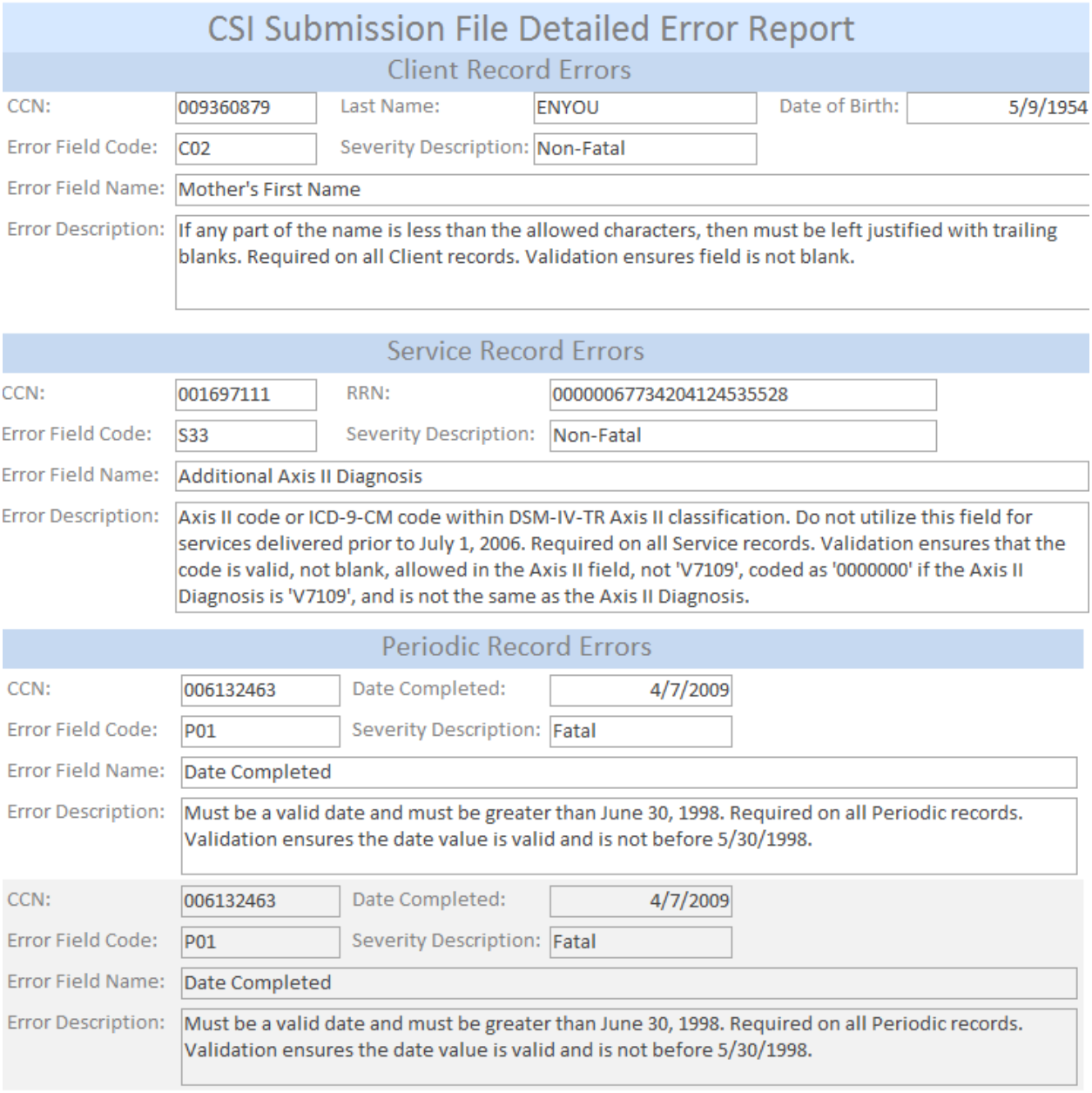
Detailed Error Report Template

The Detailed Error Report template provides a listing of all Client, Service and Periodic records currently loaded in the CSI Submission File Analysis Tool that were identified as having validation issues according to the validation rules implemented in the CSI Submission File Analysis Tool as defined in Appendix A.

This report template can be run for all errors (both Fatal and Non-fatal) using the **Detailed Error Report** button or for only fatal errors using the **Detailed Error Report (Fatal Errors Only)** button.

- **Elements of the Detailed Error Report template:**
  1. Client Record Errors section
     a. County Client Number (CCN)
     b. Last Name
     c. Date of Birth
     d. Error Field Code
     e. Severity Description
     f. Error Field Name
     g. Error Description
  2. Service Record Errors section
     a. County Client Number (CCN)
     b. Record Reference Number (RRN)
     c. Error Field Code
     d. Severity Description
     e. Error Field Name
     f. Error Description
  3. Periodic Record Errors section
     a. County Client Number (CCN)
     b. Date Completed
     c. Error Field Code
     d. Severity Description
     e. Error Field Name
     f. Error Description

Figure 5.6: CSI Submission File Detailed Report



CSI Submission File Detailed Error Report

Client Record Errors

CCN:	009360879	Last Name:	ENYOU	Date of Birth:	5/9/1954
Error Field Code:	C02	Severity Description:	Non-Fatal		
Error Field Name:	Mother's First Name				
Error Description:	If any part of the name is less than the allowed characters, then must be left justified with trailing blanks. Required on all Client records. Validation ensures field is not blank.				

Service Record Errors

CCN:	001697111	RRN:	00000067734204124535528
Error Field Code:	S33	Severity Description:	Non-Fatal
Error Field Name:	Additional Axis II Diagnosis		
Error Description:	Axis II code or ICD-9-CM code within DSM-IV-TR Axis II classification. Do not utilize this field for services delivered prior to July 1, 2006. Required on all Service records. Validation ensures that the code is valid, not blank, allowed in the Axis II field, not 'V7109', coded as '0000000' if the Axis II Diagnosis is 'V7109', and is not the same as the Axis II Diagnosis.		

Periodic Record Errors

CCN:	006132463	Date Completed:	4/7/2009
Error Field Code:	P01	Severity Description:	Fatal
Error Field Name:	Date Completed		
Error Description:	Must be a valid date and must be greater than June 30, 1998. Required on all Periodic records. Validation ensures the date value is valid and is not before 5/30/1998.		

CCN:	006132463	Date Completed:	4/7/2009
Error Field Code:	P01	Severity Description:	Fatal
Error Field Name:	Date Completed		
Error Description:	Must be a valid date and must be greater than June 30, 1998. Required on all Periodic records. Validation ensures the date value is valid and is not before 5/30/1998.		

Page 1

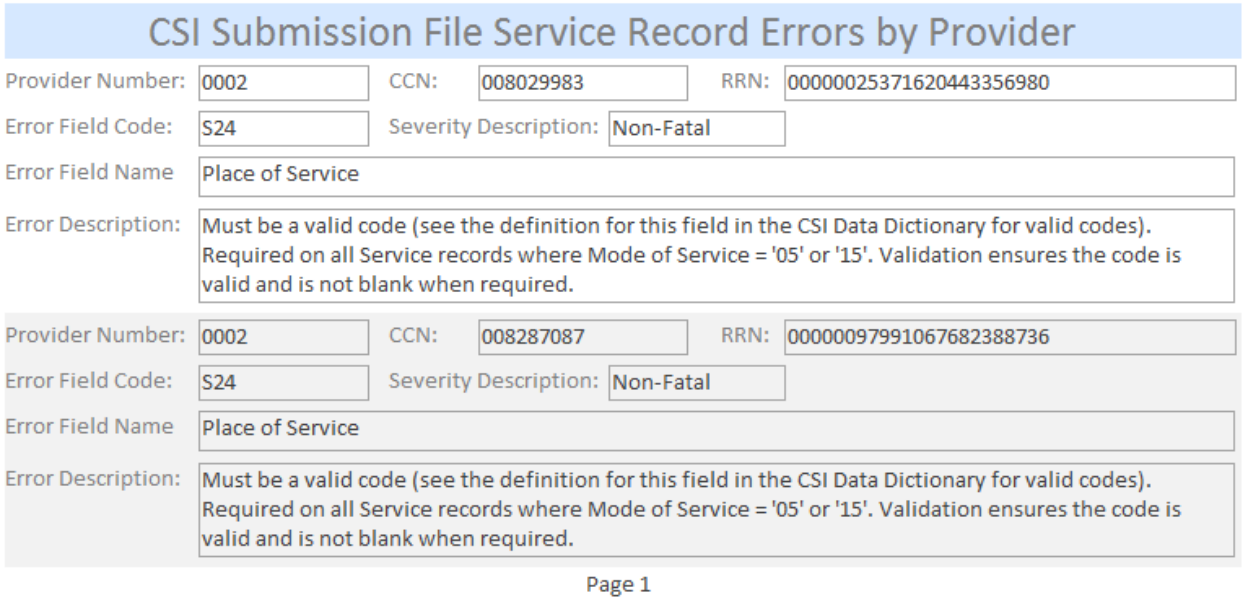
Service Record Errors by Provider Report Template

The "Service Record Errors by Provider Report" template provides a summary of all Service records currently loaded in the CSI Submission File Analysis Tool that were identified as having validation issues according to the validation rules implemented in the CSI Submission File Analysis Tool as defined in Appendix A, separated by Provider. In addition to being grouped by Provider, the report limits Service records to a single Provider per page; as a result, the printed or exported report can be separated out and pages disseminated appropriately to Providers to assist with identifying and addressing validation errors and promoting data quality.

This report template can be run for all errors (both Fatal and Non-fatal) using the **Service Record Errors by Provider Report** button or for only fatal errors using the **Service Record Errors By Provider (Fatal Errors Only)** button.

- **Elements of the Service Record Errors by Provider Report template:**
  1. Provider Number
  2. County Client Number (CCN)
  3. Record Reference Number (RRN)
  4. Error Field Code
  5. Severity Description
  6. Error Field Name
  7. Error Description

Figure 5.7: CSI Submission File Service Record Errors by Provider Report



CSI Submission File Service Record Errors by Provider

Provider Number:	0002	CCN:	008029983	RRN:	00000025371620443356980
Error Field Code:	S24	Severity Description:	Non-Fatal		
Error Field Name	Place of Service				
Error Description:	Must be a valid code (see the definition for this field in the CSI Data Dictionary for valid codes). Required on all Service records where Mode of Service = '05' or '15'. Validation ensures the code is valid and is not blank when required.				
Provider Number:	0002	CCN:	008287087	RRN:	00000097991067682388736
Error Field Code:	S24	Severity Description:	Non-Fatal		
Error Field Name	Place of Service				
Error Description:	Must be a valid code (see the definition for this field in the CSI Data Dictionary for valid codes). Required on all Service records where Mode of Service = '05' or '15'. Validation ensures the code is valid and is not blank when required.				

Page 1

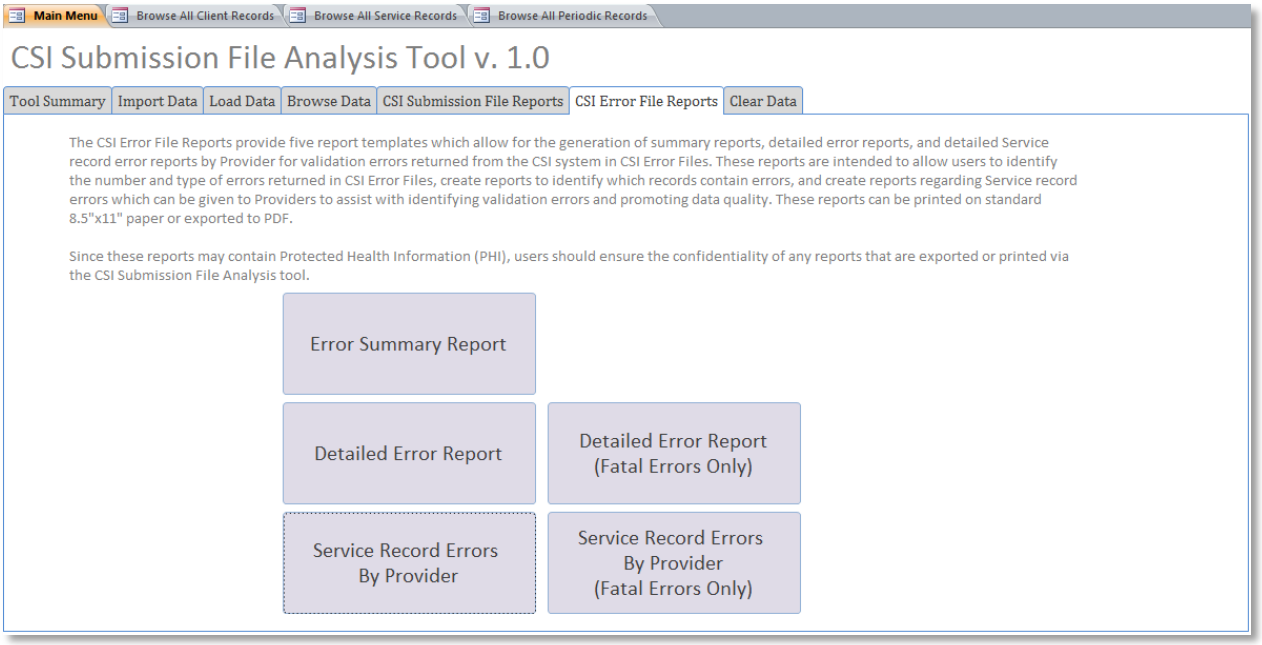
Chapter 6: Generating CSI Error File Reports

The CSI Submission File Analysis Tool provides five report templates which allow for the generation of summary reports, detailed error reports, and detailed Service record error reports by Provider for errors returned in CSI Error Files, as shown in Figure 6.1. These reports are intended to allow users to identify the number and type of errors reported in CSI Error Files, create reports to identify which records contain errors, and create reports regarding Service record errors which can be given to Providers to assist with identifying validation errors and promoting data quality.

Since these reports present errors contained in CSI Error Files only, the reports will be blank if the CSI record source was a CSI Submission File. Please see the Data Validation section of this document which describes potential differences in validation errors reported by the CSI System and the CSI Submission File Analysis Tool.

- **The Five Error Report Templates of the CSI Error File Reports Tab:**
  1. "Error Summary Report"
  2. "Detailed Error Report"
  3. "Detailed Error Report (Fatal Errors Only)"
  4. "Service Record Errors by Provider Report"
  5. "Service Record Errors by Provider Report (Fatal Errors Only)"

Figure 6.1: CSI Error File Reports Tab


Main Menu
Browse All Client Records
Browse All Service Records
Browse All Periodic Records
CSI Submission File Analysis Tool v. 1.0
Tool Summary
Import Data
Load Data
Browse Data
CSI Submission File Reports
CSI Error File Reports
Clear Data
The CSI Error File Reports provide five report templates which allow for the generation of summary reports, detailed error reports, and detailed Service record error reports by Provider for validation errors returned from the CSI system in CSI Error Files. These reports are intended to allow users to identify the number and type of errors returned in CSI Error Files, create reports to identify which records contain errors, and create reports regarding Service record errors which can be given to Providers to assist with identifying validation errors and promoting data quality. These reports can be printed on standard 8.5"x11" paper or exported to PDF.
Since these reports may contain Protected Health Information (PHI), users should ensure the confidentiality of any reports that are exported or printed via the CSI Submission File Analysis tool.
Error Summary Report
Detailed Error Report
Detailed Error Report (Fatal Errors Only)
Service Record Errors By Provider
Service Record Errors By Provider (Fatal Errors Only)

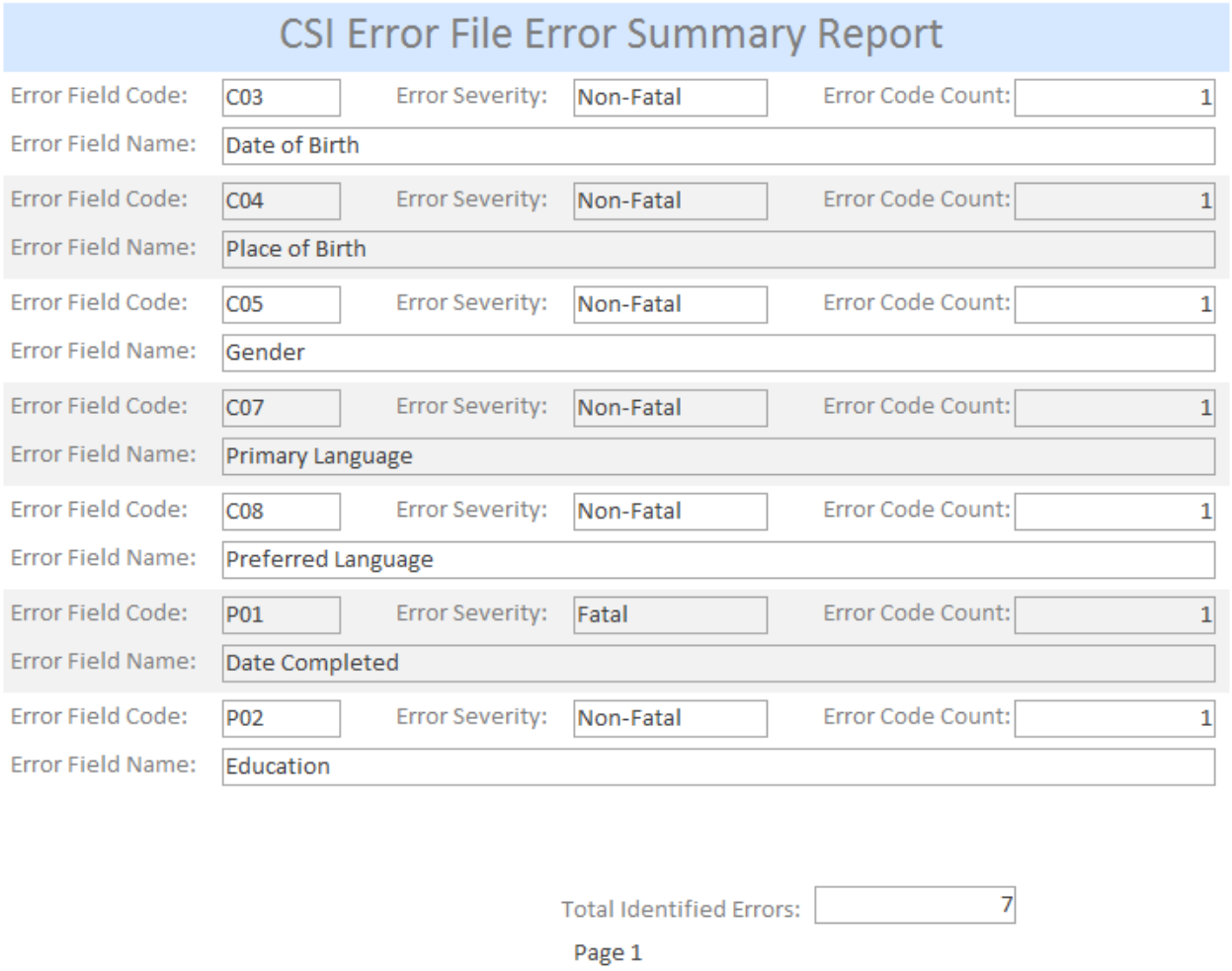
Note: Please see the Using the Error Report Templates section of the previous chapter for instructions on using the built-in Microsoft Access functionality to navigate and use the CSI Error File Reports.

Error Summary Report Template

The "Error Summary Report" template provides a summary of the Client, Service and Periodic record validation errors reported by the CSI System in the CSI Error File for records currently loaded in the tool. This report is useful for reviewing the number of errors reported by data element to assist with identifying validation error trends and promoting data quality.

- **Elements of the Error Summary Report template:**
  1. **Error Field Code –** Represents the CSI field code returned in the CSI Error File
  2. **Error Field Name –** Represents the CSI field name as defined in the CSI Data Dictionary
  3. **Error Severity –** Represents the severity of the error (Fatal or Non-fatal)
  4. **Error Code Count –** Represents the total number of records that were reported by the CSI System in the CSI Error File that were reported as having validation errors with each field; since one CSI record can have multiple issues, the total of all Error Code Counts may be greater than the total number of records with errors

Figure 6.2: CSI Error File Error Summary Report



CSI Error File Error Summary Report

Error Field Code:	C03	Error Severity:	Non-Fatal	Error Code Count:	1
Error Field Name:	Date of Birth				
Error Field Code:	C04	Error Severity:	Non-Fatal	Error Code Count:	1
Error Field Name:	Place of Birth				
Error Field Code:	C05	Error Severity:	Non-Fatal	Error Code Count:	1
Error Field Name:	Gender				
Error Field Code:	C07	Error Severity:	Non-Fatal	Error Code Count:	1
Error Field Name:	Primary Language				
Error Field Code:	C08	Error Severity:	Non-Fatal	Error Code Count:	1
Error Field Name:	Preferred Language				
Error Field Code:	P01	Error Severity:	Fatal	Error Code Count:	1
Error Field Name:	Date Completed				
Error Field Code:	P02	Error Severity:	Non-Fatal	Error Code Count:	1
Error Field Name:	Education				

Total Identified Errors: 7

Page 1

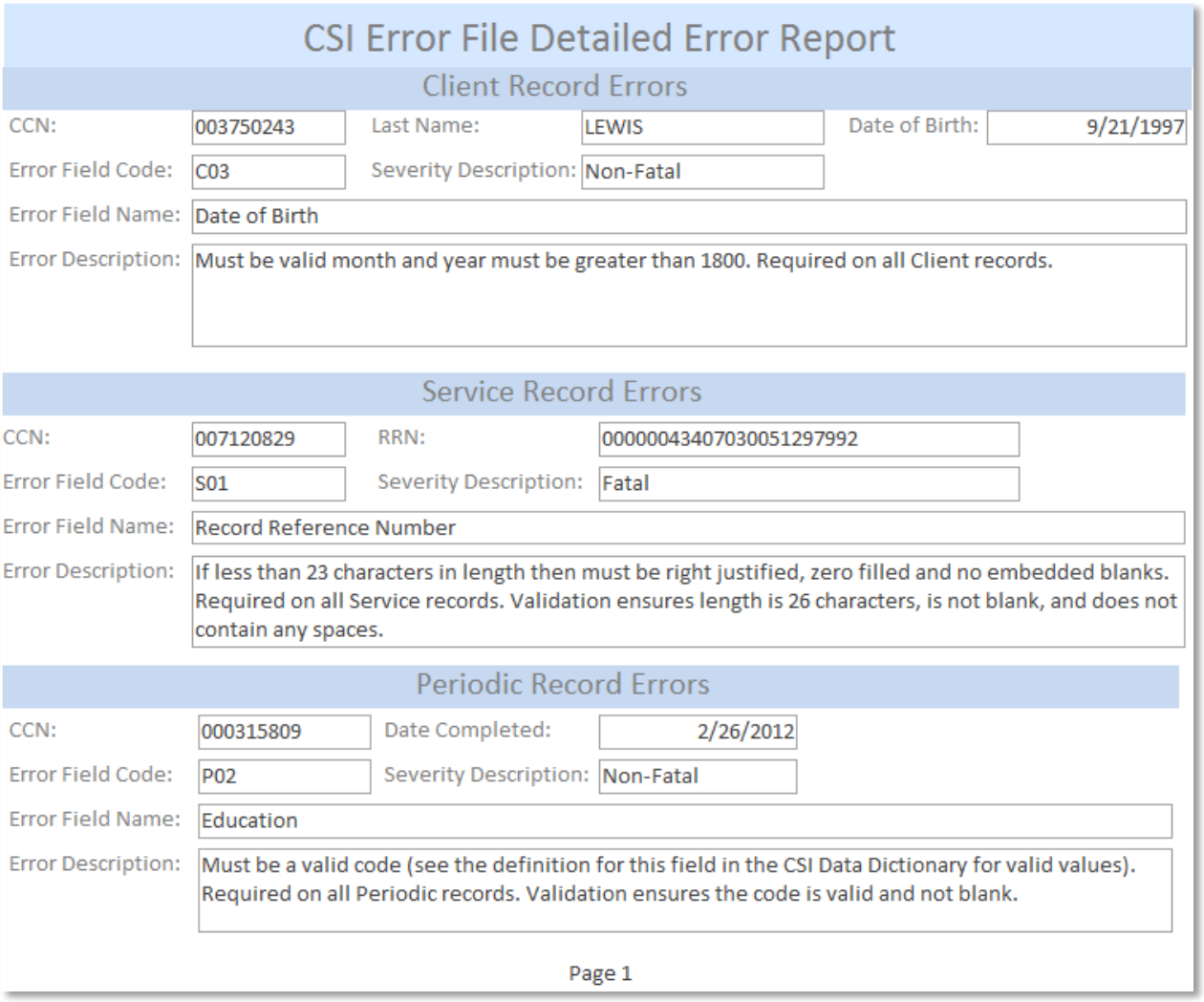
Detailed Error Report Template

The "Detailed Error Report" template provides a listing of all Client, Service and Periodic records currently loaded in the CSI Submission File Analysis Tool that were reported as having validation issues in the CSI Error File, as shown in Figure 6.3.

This report template can be run for all errors (both Fatal and Non-fatal) using the **Detailed Error Report** button or for only fatal errors using the **Detailed Error Report (Fatal Errors Only)** button.

- **Elements of the Detailed Error Report template:**
  1. Client Record Errors section
     a. County Client Number (CCN)
     b. Last Name
     c. Date of Birth
     d. Error Field Code
     e. Severity Description
     f. Error Field Name
     g. Error Description
  2. Service Record Errors section
     a. County Client Number (CCN)
     b. Record Reference Number (RRN)
     c. Error Field Code
     d. Severity Description
     e. Error Field Name
     f. Error Description
  3. Periodic Record Errors section
     a. County Client Number (CCN)
     b. Date Completed
     c. Error Field Code
     d. Severity Description
     e. Error Field Name
     f. Error Description

Figure 6.3: CSI Error File Detailed Report



CSI Error File Detailed Error Report

Client Record Errors

CCN:	003750243	Last Name:	LEWIS	Date of Birth:	9/21/1997
Error Field Code:	C03	Severity Description:	Non-Fatal		
Error Field Name:	Date of Birth				
Error Description:	Must be valid month and year must be greater than 1800. Required on all Client records.				

Service Record Errors

CCN:	007120829	RRN:	00000043407030051297992
Error Field Code:	S01	Severity Description:	Fatal
Error Field Name:	Record Reference Number		
Error Description:	If less than 23 characters in length then must be right justified, zero filled and no embedded blanks. Required on all Service records. Validation ensures length is 26 characters, is not blank, and does not contain any spaces.		

Periodic Record Errors

CCN:	000315809	Date Completed:	2/26/2012
Error Field Code:	P02	Severity Description:	Non-Fatal
Error Field Name:	Education		
Error Description:	Must be a valid code (see the definition for this field in the CSI Data Dictionary for valid values). Required on all Periodic records. Validation ensures the code is valid and not blank.		

Page 1

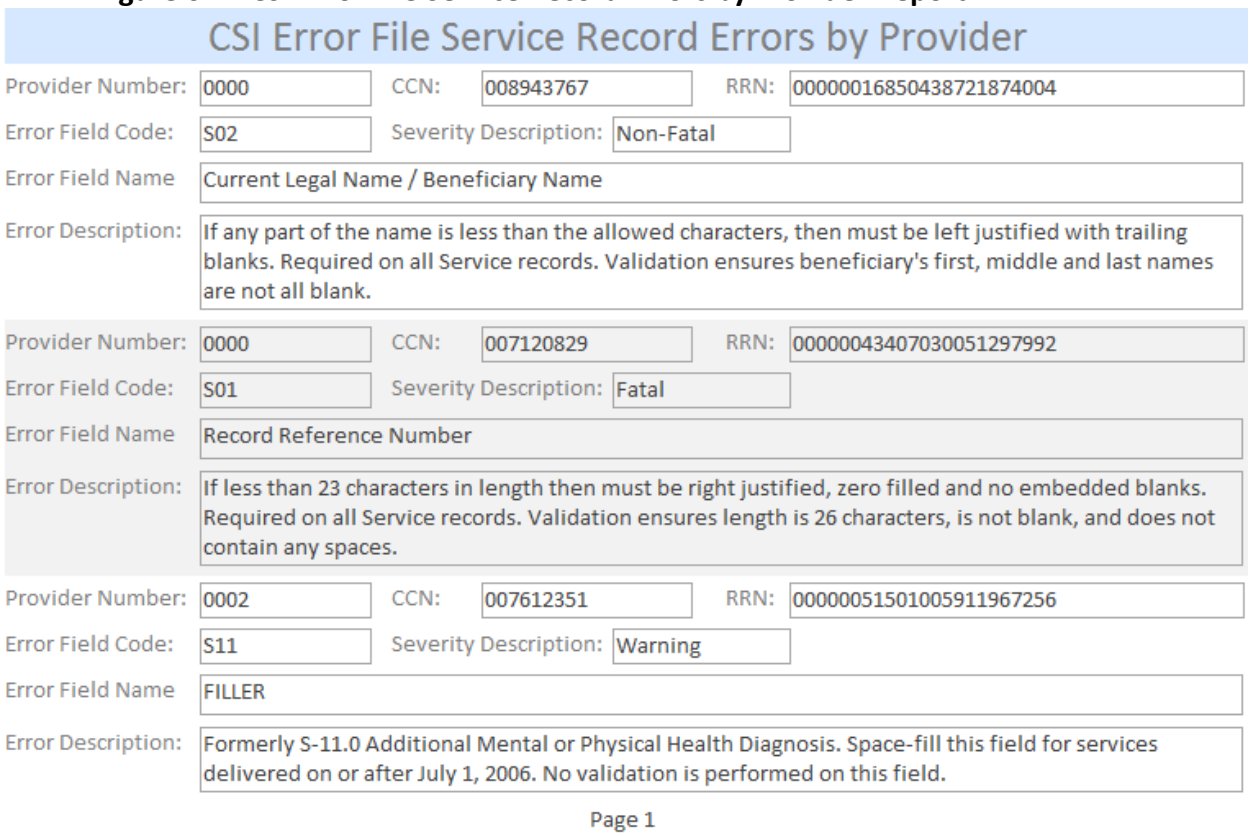
Service Record Errors by Provider Report Template

The "Service Record Errors by Provider Report" template provides a summary of all Service records currently loaded in the CSI Submission File Analysis Tool that were reported as having validation issues in the CSI Error File, separated by Provider. In addition to being grouped by Provider, the report limits Service records to a single Provider per page; as a result, the printed or exported report can be separated out and pages disseminated appropriately to Providers to assist with identifying and addressing validation errors and promoting data quality.

This report template can be run for all errors (both Fatal and Non-fatal) using the **Service Record Errors by Provider Report** button or for only fatal errors using the **Service Record Errors By Provider (Fatal Errors Only)** button.

- **Elements of the Service Record Errors by Provider Report Template:**
  1. Provider Number
  2. County Client Number (CCN)
  3. Record Reference Number (RRN)
  4. Error Field Code
  5. Severity Description
  6. Error Field Name
  7. Error Description

Figure 6.4: CSI Error File Service Record Errors by Provider Report



CSI Error File Service Record Errors by Provider

Provider Number:	0000	CCN:	008943767	RRN:	00000016850438721874004
Error Field Code:	S02	Severity Description:	Non-Fatal		
Error Field Name	Current Legal Name / Beneficiary Name				
Error Description:	If any part of the name is less than the allowed characters, then must be left justified with trailing blanks. Required on all Service records. Validation ensures beneficiary's first, middle and last names are not all blank.				
Provider Number:	0000	CCN:	007120829	RRN:	00000043407030051297992
Error Field Code:	S01	Severity Description:	Fatal		
Error Field Name	Record Reference Number				
Error Description:	If less than 23 characters in length then must be right justified, zero filled and no embedded blanks. Required on all Service records. Validation ensures length is 26 characters, is not blank, and does not contain any spaces.				
Provider Number:	0002	CCN:	007612351	RRN:	00000051501005911967256
Error Field Code:	S11	Severity Description:	Warning		
Error Field Name	FILLER				
Error Description:	Formerly S-11.0 Additional Mental or Physical Health Diagnosis. Space-fill this field for services delivered on or after July 1, 2006. No validation is performed on this field.				

Page 1

Chapter 7: Clearing Data

The “Clear Data” utilities provide the ability to delete records that have been previously loaded into the template. These utilities automate the removal of some or all of the data currently loaded in the tool to allow for reuse of the tool with different CSI Submission Files and CSI Error Files. The “Clear Data” utilities delete data imported and loaded via the "Import Data" and "Load Data" tabs respectively. Advanced options are available for users who wish to control which data is cleared from the tool. For example, users may want to clear only Service data from historical CSI Submission Files to allow for previously submitted Client data to be viewed with Services data contained in a more recent CSI Submission File.

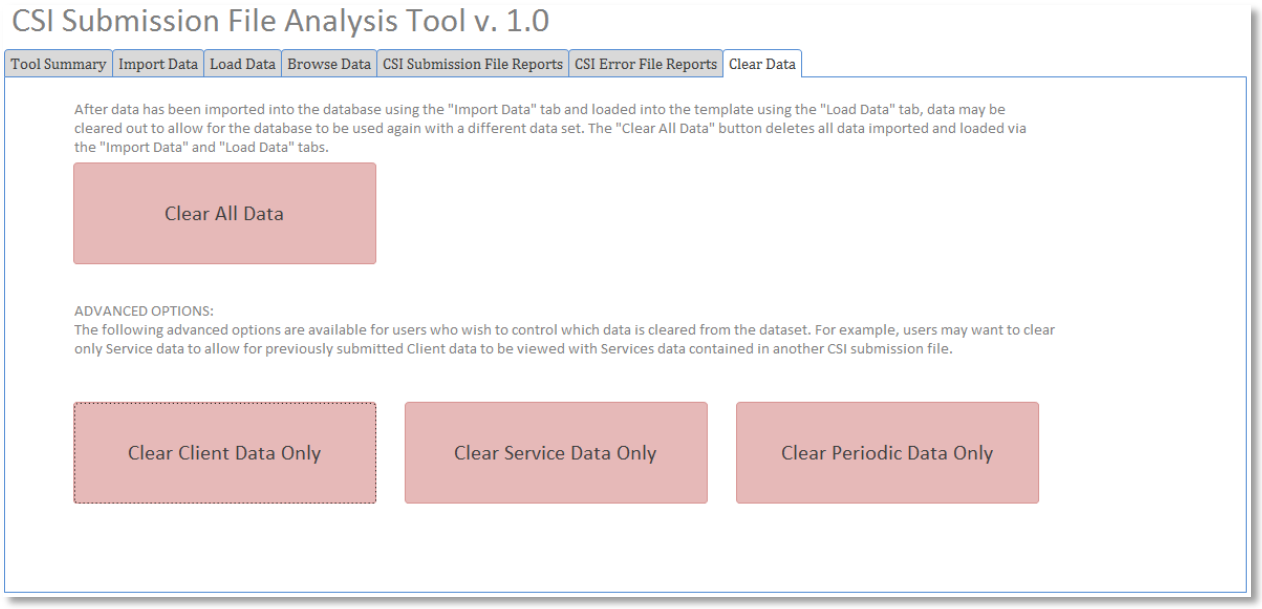
Clear Data Utilities

The following instructions describe the use of the “Clear Data” utilities to delete some or all of the records currently loaded in the CSI Submission File Analysis Tool.

Clearing Data from the CSI Submission File Analysis Tool

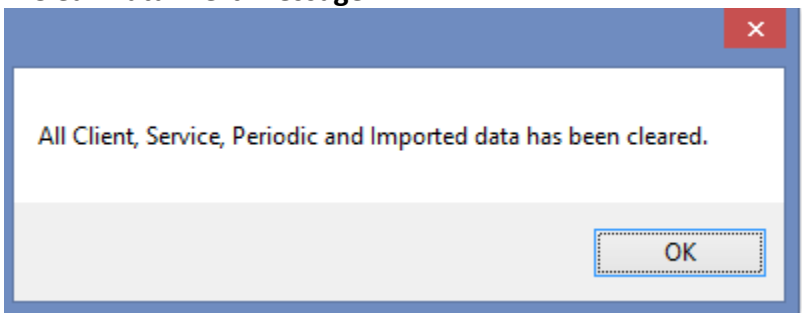
1. With the CSI Submission File Analysis Tool open in Microsoft Access, select the **Clear Data** tab from the “Main Menu”, as seen in Figure 7.1

Figure 7.1: CSI Detailed Report


CSI Submission File Analysis Tool v. 1.0
Tool Summary
Import Data
Load Data
Browse Data
CSI Submission File Reports
CSI Error File Reports
Clear Data
After data has been imported into the database using the "Import Data" tab and loaded into the template using the "Load Data" tab, data may be cleared out to allow for the database to be used again with a different data set. The "Clear All Data" button deletes all data imported and loaded via the "Import Data" and "Load Data" tabs.
Clear All Data
ADVANCED OPTIONS:
The following advanced options are available for users who wish to control which data is cleared from the dataset. For example, users may want to clear only Service data to allow for previously submitted Client data to be viewed with Services data contained in another CSI submission file.
Clear Client Data Only
Clear Service Data Only
Clear Periodic Data Only

2. Press the **Clear All Data** button on the "Clear Data" tab to delete all Client, Service and Periodic data currently loaded in the CSI Submission File Analysis Tool; alternatively, users can select the **Clear Client Data Only**, **Clear Service Data Only**, or **Clear Periodic Data Only** buttons to delete only a subset of the currently loaded data
3. After the data has been successfully deleted, a message will be displayed confirming the data was cleared, as shown in Figure 7.2

Figure 7.2: Clear Data Alert Message



After the desired data has been cleared from the template, users can repeat the steps outlined in Chapters 2-5 of this document to import, load and analyze new sets of CSI records.

Appendix A: CSI Submission File Analysis Tool Validation Rules

Error Field Code	Error Field Name	Error Description	Error Severity
H01	County/City/Mental Health Plan Submitting Record	Must be a valid code (see the definition for this field in the CSI Data Dictionary for valid codes).	Fatal
H02	County Client Number	This record must be blank for control records. If less than 9 characters in length, then must be right justified, zero filled, and no embedded blanks.	Fatal
H03	Record Type	Must be a valid code ('C', 'K', 'P', 'S', or 'X').	Fatal
H04	Transaction Code	Must be a valid code ('D', 'K', or Blank).	Fatal
C01	Birth Name	Identifies the name of the client as it appears on the birth certificate as reported by the client. If any part of the name is less than the allowed characters, then must be left justified with trailing blanks. Required on all Client records. Validation ensures First, Middle and Last Name are not all blank.	Non-fatal
C02	Mother's First Name	If any part of the name is less than the allowed characters, then must be left justified with trailing blanks. Required on all Client records. Validation ensures field is not blank.	Non-fatal
C03	Date of Birth	Must be valid month and year must be greater than 1800. Required on all Client records.	Non-fatal
C04	Place of Birth	Must be a valid code (see the definition for this field in the CSI Data Dictionary for valid codes). Required on all Client records. Validation ensures Country, County and State are valid values and are not blank.	Non-fatal
C05	Gender	Must be a valid code ('F', 'M', 'O', or 'U'). Required on all Client records. Validation ensures code matches a valid value and is not blank.	Non-fatal
C07	Primary Language	Must be a valid code (see the definition for this field in the CSI Data Dictionary for valid codes). Required on all Client records. Validation ensures value is valid and is not blank.	Non-fatal
C08	Preferred Language	Must be a valid code (see the definition for this field in the CSI Data Dictionary for valid codes). Do not utilize prior to the July 2006 reporting period if DIG Indicator is '0'. Required on all Client records. Validation ensures value is valid and is not blank.	Non-fatal
C09	Ethnicity	Must be a valid code ('Y', 'N', or 'U'). Do not utilize prior to the July 2006 reporting period or if the DIG Indicator is '0'. Required on all Client records. Validation ensures value is valid and is not blank.	Non-fatal

Error Field Code	Error Field Name	Error Description	Error Severity
C10	Race	Must be a valid code (see the definition for this field in the CSI Data Dictionary for valid codes). Do not utilize prior to July 1, 2006 or if DIG Indicator is '0'. Required on all Client records. Validation ensures all values are valid but does not generate an error if all fields are blank.	Non-fatal
C11	Data Infrastructure Grant Indicator	Identifies whether or not the Client record contains DIG data. Must contain a '0' if Client record does not contain DIG data or '1' if Client record does contain DIG data. Required on all Client records. Validation ensures value is valid and is not blank.	Fatal
S01	Record Reference Number	If less than 23 characters in length then must be right justified, zero filled and no embedded blanks. Required on all Service records. Validation ensures length is 26 characters, is not blank, and does not contain any spaces.	Fatal
S02	Current Legal Name / Beneficiary Name	If any part of the name is less than the allowed characters, then must be left justified with trailing blanks. Required on all Service records. Validation ensures beneficiary's first, middle and last names are not all blank.	Non-fatal
S03	Social Security Number	Must be a real number or pseudo number. Required on all Service records. Validation ensures the value is a number and is not blank.	Fatal
S05	Mode of Service	Must be a valid code ('05', '10, '15') and match the Provider File. Required on all Service records. Validation ensures the code is valid and is not blank. Validation does not perform matching with the Provider File.	Fatal
S06	Service Function	Must be a valid code for that Mode of Service (see the definition for this field in the CSI Data Dictionary for valid codes) and match within the service range in the Provider File. Required on all Service records. Validation ensures the code is valid and is not blank. Validation does not perform matching with the Provider File.	Fatal
S07	Units of Service	Must be a valid code (see the definition for this field in the CSI Data Dictionary for valid values). Required on all Service records. Validation ensures the value is numeric and is not blank.	Fatal
S08	Units of Time	Must be a valid code (see the definition for this field in the CSI Data Dictionary for valid values). Required on all Service records. Validation ensures the value is numeric and is not blank.	Fatal
S12	Special Population	Must be a valid code ('A', 'C', 'G', 'N', or 'W'). Required on all Service records. Validation ensures the code is valid and is not blank.	Non-fatal

Error Field Code	Error Field Name	Error Description	Error Severity
S13	Provider Number	Must match the Provider File. Required on all Service records. Validation ensures the code is not blank. Validation does not perform matching with the Provider File.	Fatal
S14	County/City/Mental Health Plan with Fiscal Resp.	Must be a valid code (see the definition for this field in the CSI Data Dictionary for valid codes). Required on all Service records. Validation ensures the code is valid and is not blank.	Non-fatal
S15	Admission Date	Must be a valid date and must be greater than 1980. Required on all Service records where Mode of Service = '05'. Validation ensures date value is valid, not blank and greater than 1980.	Fatal
S16	From/Entry Date	Must be valid date and must be greater than June 30, 1998. Required on all Service records where Mode of Service = '05'. Validation ensures date value is valid, not blank, and greater than June 30, 1998.	Fatal
S17	Through/Exit Date	Must be valid date and must be greater than June 30, 1998. Required on all Service records where Mode of Service = '05'. Validation ensures date value is valid, not blank, and greater than June 30, 1998.	Fatal
S18	Discharge Date	Must be valid date and must be greater than June 30, 1998. Required on all Service records where Mode of Service = '05'. Validation ensures date value is valid, greater than June 30, 1998 and after the Admission Date.	Non-fatal
S19	Patient Status Code	Must be a valid code (see the definition for this field in the CSI Data Dictionary for valid codes). Required on all Service records where Mode of Service = '05' and Service Function = '10'-'79'. Validation ensures the code is valid and not blank when required.	Non-fatal
S20	Legal Class - Admission	Must be a valid code (see the definition for this field in the CSI Data Dictionary for valid codes). Required on all Service records where Mode of Service = '05' and Service Function = '10'-'39'. Validation ensures the code is valid and not blank when required.	Non-fatal
S21	Legal Class - Discharge	Must be a valid code (see the definition for this field in the CSI Data Dictionary for valid codes). Required on all Service records where Mode of Service = '05' and Service Function = '10'-'39'. Validation ensures the code is valid and not blank when required and Discharge Date is not null.	Non-fatal
S22	Admission Necessity Code	Must be a valid code ('1', '2', or '9'). Required on all Service records where Mode of Service = '05' and Service Function = '10'-'39'. Validation ensures the code is valid and not blank when required.	Non-fatal
S23	Service Date	The Date of Service must be greater than June 30, 1998 in format YYYYMMDD. Required on all Service records where Mode of Service = '05' or '15'. Validation ensures date value is valid, not blank, and greater than June 30, 1998.	Fatal

Error Field Code	Error Field Name	Error Description	Error Severity
S24	Place of Service	Must be a valid code (see the definition for this field in the CSI Data Dictionary for valid codes). Required on all Service records where Mode of Service = '05' or '15'. Validation ensures the code is valid and is not blank when required.	Non-fatal
S25	Evidence-Based Practices / Service Strategies	Must be a valid code, left justified, with no embedded blanks and no duplicates if reporting multiple codes. Space-fill this field for services delivered prior to July 1, 2006.	Non-fatal
S26	Trauma	Must be a valid code ('Y', 'N', or 'U'). Space-fill this field for services delivered prior to July 1, 2006. Required on all Service records. Validation ensures the code is valid and not blank and assumes services were delivered after 2006.	Non-fatal
S27	Client Index Number	Must be a valid Client Index Number (CIN) or zero filled. Do not utilize this field for services delivered prior to July 1, 2006. Required on all Service records. Validation ensures the CIN is not blank.	Fatal
S28	Axis I Diagnosis	Axis I code or ICD-9-CM code within DSM-IV-TR Axis I classification. Do not utilize this field for services delivered prior to July 1, 2006. Required on all Service records. Validation ensures the code is valid, not blank, and allowed in the Axis I field.	Non-fatal
S29	Axis I Primary	Must be a valid code ('Y', 'N', or 'U'). Do not utilize this field for services delivered prior to July 1, 2006. Required on all Service records. Validation ensures the code is valid, not blank, does not contain 'N' if 'N' is reported in the Axis II Primary field unless the Axis I and Axis II diagnosis are both V7109, the Axis I Primary and Axis II Primary fields are not both 'Y' and Axis I Primary is not 'Y' if Axis I Diagnosis is 'V7109'.	Non-fatal
S30	Additional Axis I Diagnosis	Axis I code or ICD-9-CM code within DSM-IV-TR Axis I classification. Do not utilize this field for services delivered prior to July 1, 2006. Required on all Service records. Validation ensures the code is valid, not blank, allowed in the Additional Axis I field, is zero filled if the Axis I Diagnosis is ‘V7109’, and is not the same as the Axis I Diagnosis.	Non-fatal
S31	Axis II Diagnosis	Axis II code or ICD-9-CM code within DSM-IV-TR Axis II classification. Do not utilize this field for services delivered prior to July 1, 2006. Required on all Service records. Validation ensures the code is valid, not blank, and allowed in the Axis II field.	Non-fatal
S32	Axis II Primary	Must be a valid code ('Y', 'N', or 'U'). Do not utilize this field for services delivered prior to July 1, 2006. Required on all Service records. Validation ensures the code is valid and not blank.	Non-fatal

Error Field Code	Error Field Name	Error Description	Error Severity
S33	Additional Axis II Diagnosis	Axis II code or ICD-9-CM code within DSM-IV-TR Axis II classification. Do not utilize this field for services delivered prior to July 1, 2006. Required on all Service records. Validation ensures that the code is valid, not blank, allowed in the Axis II field, not 'V7109', coded as '0000000' if the Axis II Diagnosis is 'V7109', and is not the same as the Axis II Diagnosis.	Non-fatal
S34	General Medical Condition Summary Code	Report up to three separate General Medical Condition (GMC) Summary Codes. Utilize either S-34.0 GMC Summary Code Field, or the S35.0 GMC Diagnosis field, but not both fields on the same service record. Do not utilize this field for services delivered prior to July 1, 2006. Required on all Service records. Validation ensures the code is valid, GMC Summary Code and GMC Diagnosis do not both contain data, and GMC Summary Code and GMC Diagnosis are not both blank.	Non-fatal
S35	General Medical Condition Diagnosis	Report up to three separate GMC diagnosis. Utilize either S-34.0 GMC Summary Code Field, or the S35.0 GMC Diagnosis field, but not both fields on the same service record. Do not utilize this field for services delivered prior to July 1, 2006. Required on all Service Records. Validation ensures the code is valid, is an allowed value for the Axis III GMC field, and is not coded as 'V7109'.	Non-fatal
S36	Axis-V / GAF Rating	Must be a valid code ('000' through '100'). Do not utilize this field for services delivered prior to July 1, 2006. Required on all Service records. Validation ensures the value is greater than or equal to '000' and less than or equal to '100' and is not blank.	Non-fatal
S37	Substance Abuse / Dependence	Must be a valid code ('Y', 'N', or 'U'). Do not utilize this field for services delivered prior to July 1, 2006. Required on all Service records. Validation ensures the code is valid and not blank.	Non-fatal
S38	Substance Abuse / Dependence Diagnosis	Axis I Substance-Related Disorders code or ICD9-CM code within the DSM-IV-TR Axis I Substance-Related Disorders Classification. Do not utilize this field for services delivered prior to July 1, 2006. Required on all Service records. Validation ensures the code is valid, an allowable Substance Abuse diagnosis, not blank, and not equal to a Substance Abuse Diagnosis if the Substance Abuse Indicator is 'N'.	Non-fatal
S39	District of Residence	Must be seven bytes. No embedded blanks. Must report for IEP plan required services (where Services record S-12.0 Special Population field = "C"). No validation is done for this field.	Non-fatal
P01	Date Completed	Must be a valid date and must be greater than June 30, 1998. Required on all Periodic records. Validation ensures the date value is valid and is not before 5/30/1998.	Fatal

Error Field Code	Error Field Name	Error Description	Error Severity
P02	Education	Must be a valid code (see the definition for this field in the CSI Data Dictionary for valid values). Required on all Periodic records. Validation ensures the code is valid and not blank.	Non-fatal
P03	Employment Status	Must be a valid code (see the definition for this field in the CSI Data Dictionary for valid values). Required on all Periodic records. Validation ensures the code is valid and not blank.	Non-fatal
P08	Conservatorship / Court Status	Must be a valid code (see the definition for this field in the CSI Data Dictionary for valid values). Required on all Periodic records. Validation ensures the code is valid and not blank.	Non-fatal
P09	Living Arrangement	Must be a valid code (see the definition for this field in the CSI Data Dictionary for valid values). Required on all Periodic records. Validation ensures the code is valid and not blank.	Non-fatal
P10	Caregiver	Must be a valid code: Subfield A: '00' through '99'; Subfield B: '00' through '99'; Do not utilize this field for periodic data collected prior to July 1, 2006. Required on all Periodic records. Validation ensures the code is valid and not blank.	Non-fatal